Instructions on How to Access Reports in e~Print

1. Access the Banner website via the following link: **http://www.siue.edu/beis/**.

2. Click on the **e~Print Reports** link on the right side of the page, under the heading Banner User Links.

3. The User ID and Password for e~Print are the same as your e-ID and Password. Enter the User ID and password.

4. If no selection defaults into the **Repository field**, click on the drop down arrow and choose Banner Student Reports. Click **Enter**.

5. The reports to which you have access will be displayed upon successful login.

6. Locate the report you would like to view and click on the PDF icon to view the most recent run of the report. This action will open the report in a new browser window in .pdf format.

7. To exit the report and return to the e~Print menu, click your browser's Back button.

8. To view a list of *all* available versions of a report, click the drill icon . Then click the PDF icon for the appropriate date of the report run.

9. To logout of e~Print, click the word **Logout** to the left of the Southern Illinois University Edwardsville logo in the top-right corner, and close your browser window.

10. If you have forgotten or need your password reset, navigate to http://www.siue.edu/eid. If you have successfully logged into e~Print and do not have viewing access to a report to which you think you should have access, please contact Chris Leopold at cmitche@siue.edu for Student access and Tony Martin at anmarti@siue.edu for HR access.