

THE UNIVERSITY OF NORTH CAROLINA AT
PEMBROKE

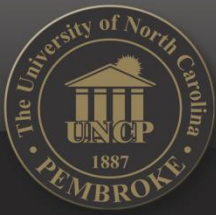


Instructions to Get Access to *RWA Reports*

(Report Web Application)

September 24th, 2015





THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE



- Go into BraveWeb at <https://braveweb.uncp.edu/>
- Log in with your user name and password and click on **ONLINE FORMS**

UNC Pembroke > BraveWeb - Windows Internet Explorer

https://braveweb.uncp.edu/browse

File Edit View Favorites Tools Help

UNC Pembroke > BraveWeb

UNIVERSITY OF NORTH CAROLINA
AT PEMBROKE

BraveWeb

[Logout](#)
[Change Password](#)

CONTACT INFO

UCIS Help Desk
Phone: 910.521.6260
Fax: 910.521.6649
Email: helpdesk@uncp.edu

Location: Oxendine
Science Building, Room
1300
[Campus Map](#)

[Banner Self Service](#)
Students: register for classes, check your grades, etc.
Faculty: view class rolls, enter your grades, etc.
Employees: check your address and phone number, enter time and leave, etc.

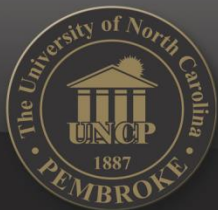
[Sign up for Emergency Text Messages](#)
Submit your cell number to receive emergency text messages from UNCP.

[Reporting Web Application](#)
Banner Reporting

[Online Forms](#)
Data Processing and Functional User Requirements forms

Learn more about the changes to BraveWeb:

[Student FAQ](#)
[Faculty FAQ](#)
[Faculty Grading FAQ](#)
[Override How-to](#)
[Tips for Looking Up Classes](#)
[Student/Temp Web-Time Entry](#)



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➤ Then Click **ADMINSTATIVE ACCOUNT FORM**

UNCP - Electronic Request Forms - Windows Internet Explorer

https://braveweb.uncp.edu/session/erforms/

File Edit View Favorites Tools Help

UNCP - Electronic Request Forms

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BraveWeb

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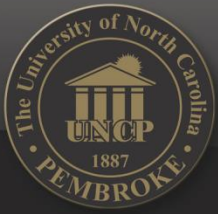
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Online Forms

To request a new report or an existing report with changes, submit only the Functional User Requirements form. If requesting an existing report without changes, submit only the Data Processing Request form. For all other requests, submit only the Data Processing Request form.

[Functional User Requirements Form](#)
[Data Processing Request Form](#)
[Administrative Account Form](#)



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- Fill the form out with all pertinent information
- Under system requested, select **report web application**

UNCP - Administrative Account Application - Windows Internet Explorer

https://braveweb.uncp.edu/session/erforms/admin_account_app.php

File Edit View Favorites Tools Help

UNCP - Administrative Account Application



UNCP
The University of North Carolina at Pembroke

ADMINISTRATIVE ACCOUNT APPLICATION
Division of Information Technology

Carter Hall • (910) 521-6260 • www.uncp.edu/doit

Please note all fields marked with (*) are required

***Action Requested:** Add Change

***System Requested:** (Only 1 system per form)

Cognos Reporting Web Application

Role: Choose a Role

***First Name:**

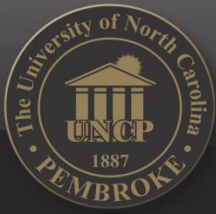
***Last Name:**

***Email Address:**

***Department:** Academic Affairs

Campus Phone: (extension or full number)

***Password for verification:**



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ADMINISTRATIVE ACCOUNT APPLICATION Division of Information Technology

Carter Hall • (910) 521-6260 • www.uncp.edu/doit

Please note all fields marked with (*) are required

*Action Requested: Add Change

*System Requested: (Only 1 system per form)

Cognos Reporting Web Application

*For which Banner Application?

Role:

*First Name: *Please enter your first name*

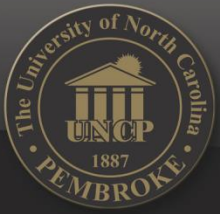
*Last Name: *Please enter your last name*

*Email Address: *This field is required.*

*Department:

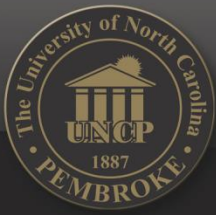
Campus Phone: (extension or full number)

*Password for verification:
 Please verify this request by inputting your Braveweb password



Submit Your Request

- The form will be routed to the appropriate department head for approval prior to going to DoIT for set up.
- Once set up, you will get an email confirmation that your access is granted.



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Once Granted

- Login in BraveWeb with your user name and password
- Click ***REPORTING WEB APPLICATION***

The screenshot shows a browser window titled "UNC Pembroke > BraveWeb - Windows Internet Explorer". The address bar contains "https://braveweb.uncp.edu/browse". The page header features the UNC Pembroke logo and the text "UNIVERSITY OF NORTH CAROLINA AT PEMBROKE". Below the header, the page is titled "BraveWeb".

Logout
[Change Password](#)

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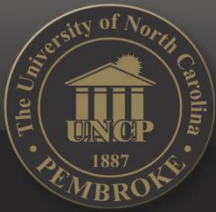
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Congratulations

You are in the *REPORT WEB APPLICATION* system!

Reporting Web Application - Windows Internet Explorer
https://braveweb.uncp.edu/RWA/login

File Edit View Favorites Tools Help

Reporting Web Application

 UNIVERSITY OF NORTH CAROLINA
AT PEMBERKE

Reporting Web Application

Report Options	
Business Center Reports	
UNCP consolidated report by accounting line	Run Report
Activity Code Reports	
UNCP consolidated report by activity code	Run Report
Program Code Reports	
UNCP consolidated report by program code	Run Report
Finance Reports	
Payroll Funding Summary Report	Run Report



Note to all users: The reports created from this web application are connected to live Banner data. All reports are current at the time the report is run "only". It is the users responsibility to check the accuracy of the data.