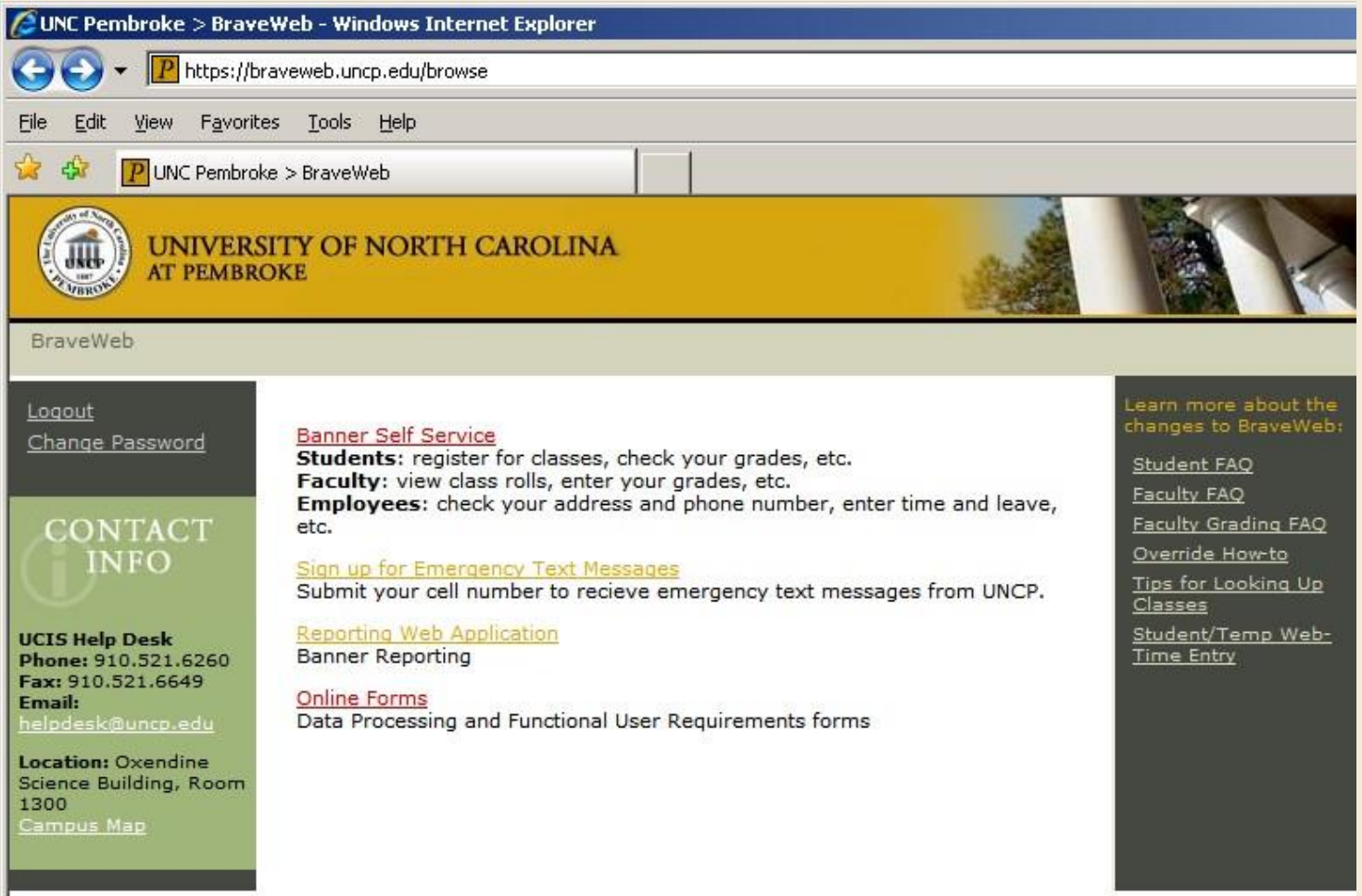
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

# Instructions to Get Access to *RWA Reports*

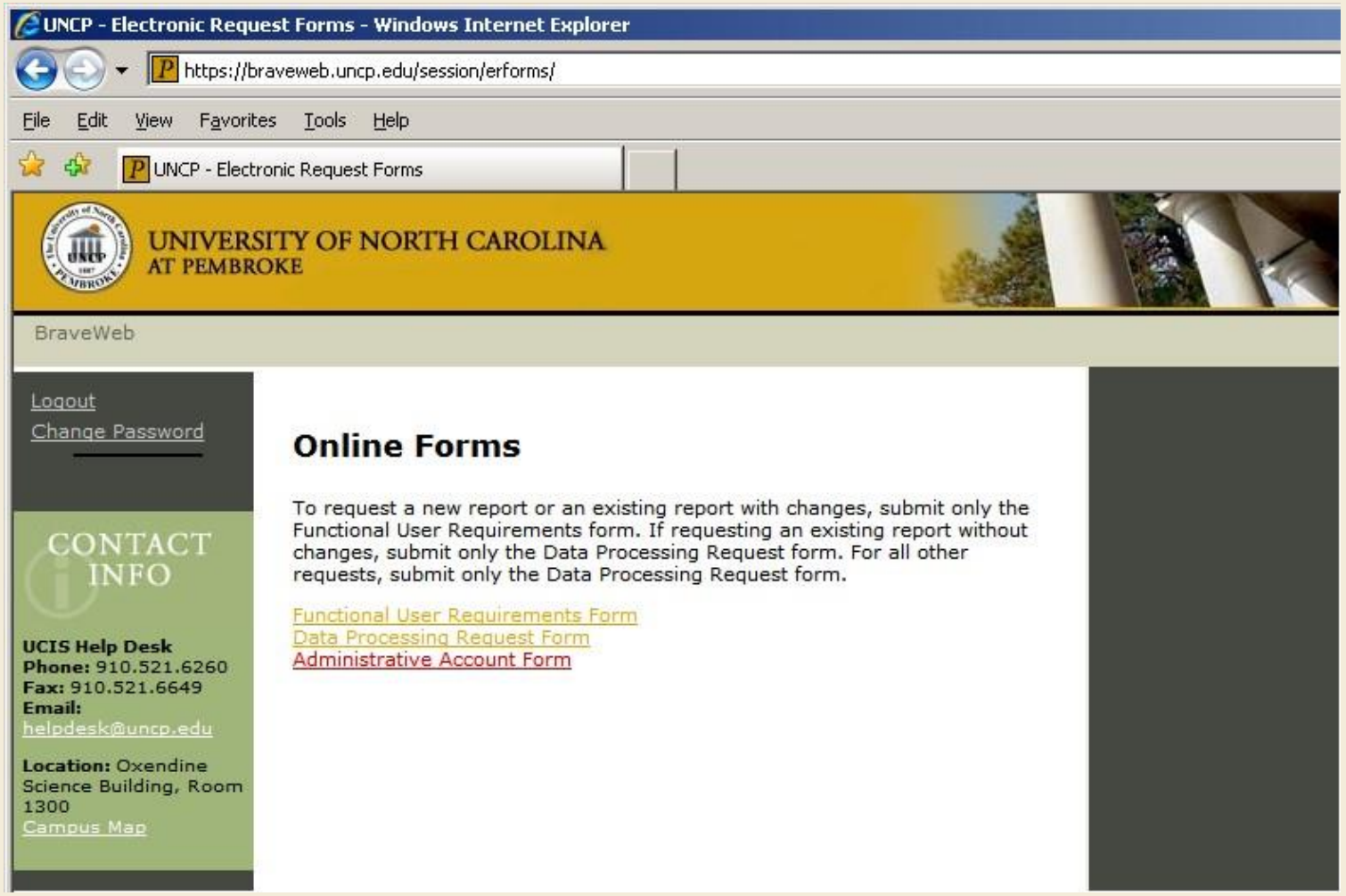
***(Report Web Application)***

September 24th, 2015

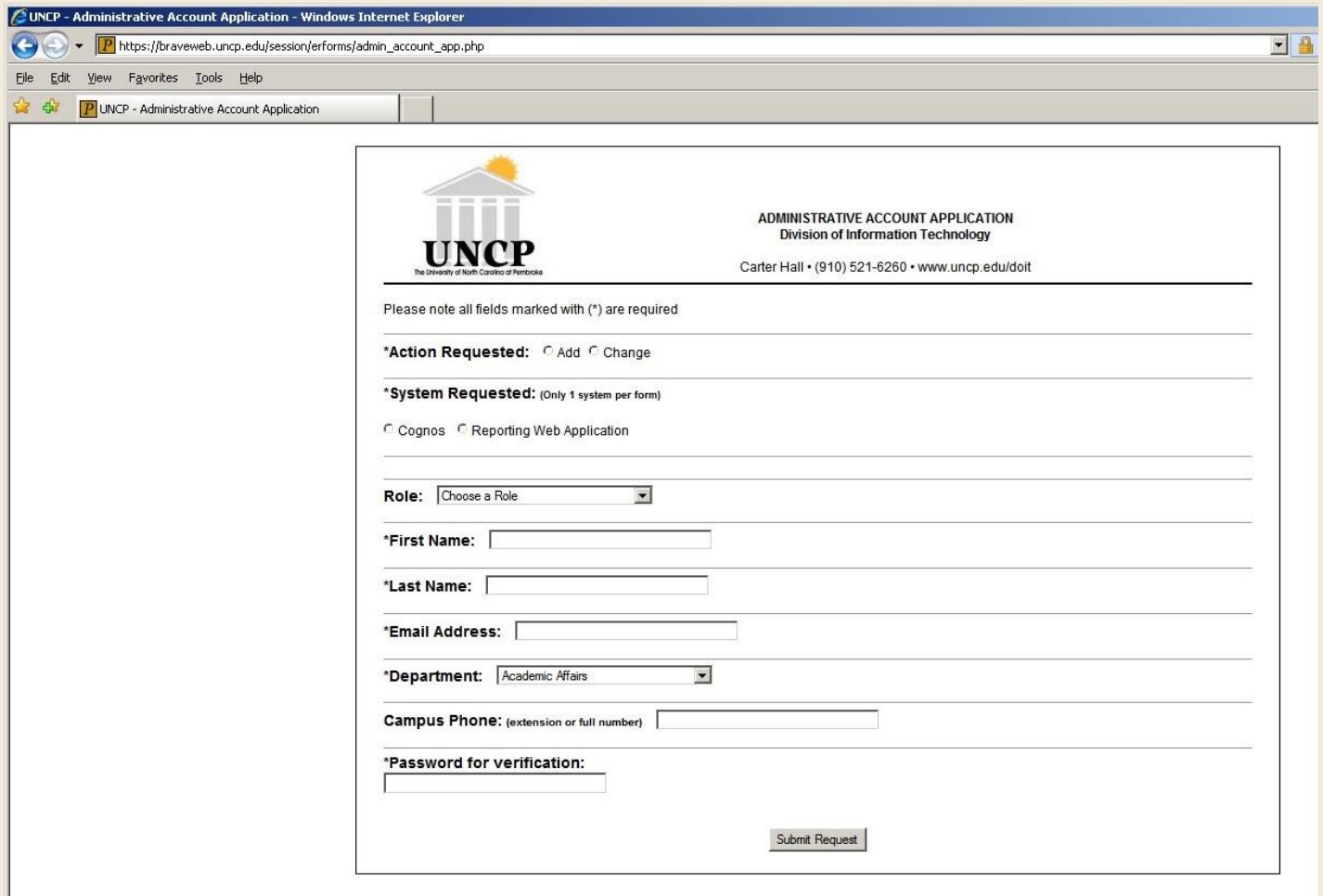
- Go into BraveWeb at [https://braveweb.uncp.edu/](https://braveweb.uncp.edu/)
- Log in with your user name and password and click on ***ONLINE FORMS***



- Then Click ***ADMINSTATIVE ACCOUNT FORM***



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

***For which Banner Application?** Student/Faculty Management

**Role:** Rep User

***First Name:** *Please enter your first name*

***Last Name:** *Please enter your last name*

***Email Address:** *This field is required.*

***Department:** Academic Affairs

**Campus Phone:** (extension or full number)

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

Submit Request

# 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.

# Once Granted

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

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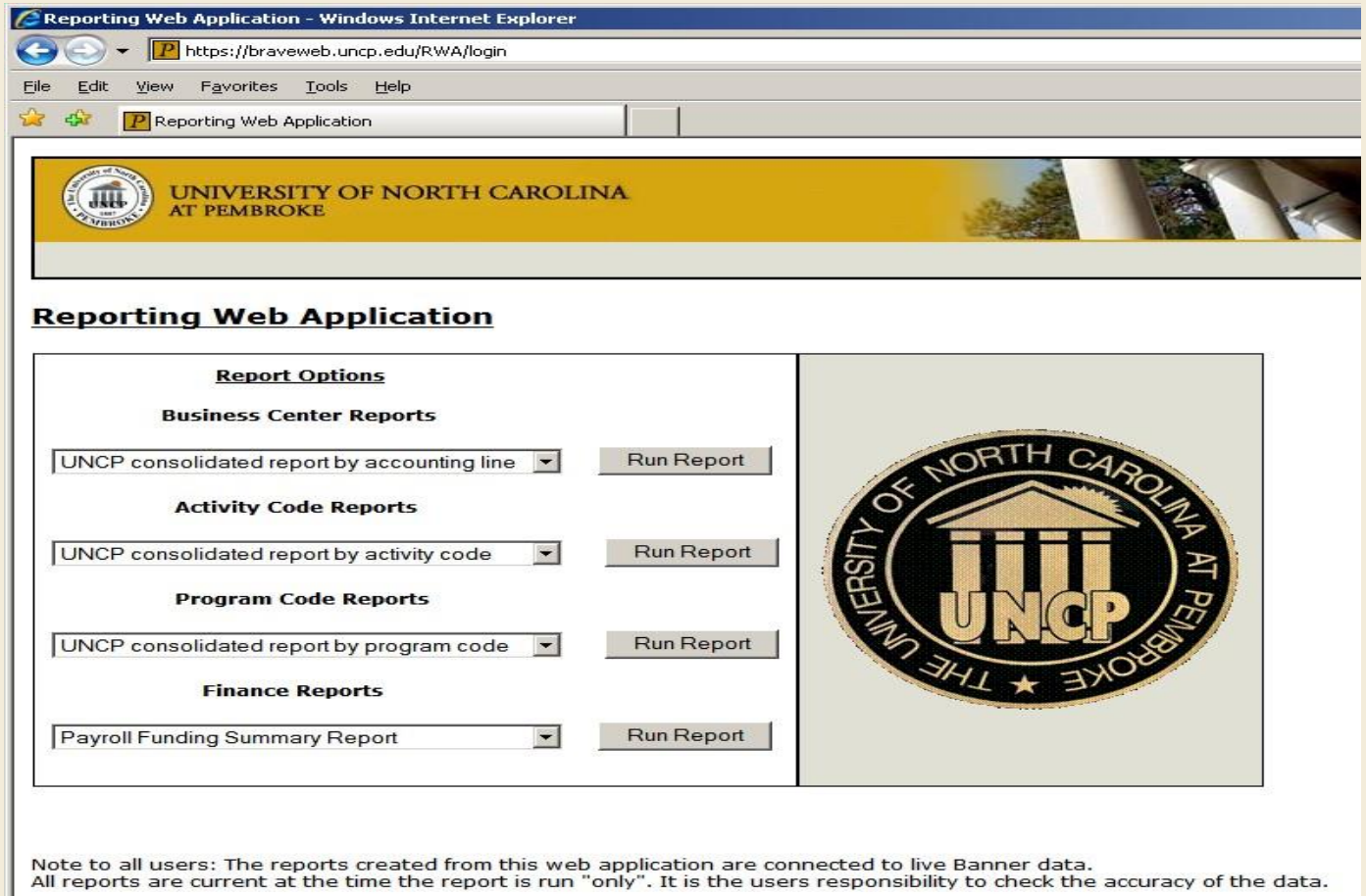
# Congratulations

You are in the ***REPORT WEB APPLICATION system***!