Instructions to Get Access to *RWA Reports*

(*Report Web Application*)

September 24th, 2015
Go into BraveWeb at 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
ADMINISTRATIVE ACCOUNT APPLICATION
Division of Information Technology
Carter Hall • (310) 521-6260 • www.uncp.edu/dot

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*
Congratulations

You are in the REPORT WEB APPLICATION system!

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.