SIDA REPORT

NAVIGATION

Use the following steps to navigate to Enterprise Analytics:

NavBar > **Main Menu** > **Enterprise Analytics** > **Access Enterprise Analytics** or go directly to
http://reporting.it.ufl.edu.

Once you get to the Enterprise Analytics page:
1. To open the report, click on:
    Team Content folder > *Student Information* > *Academic Advising* > *SIDA Report*
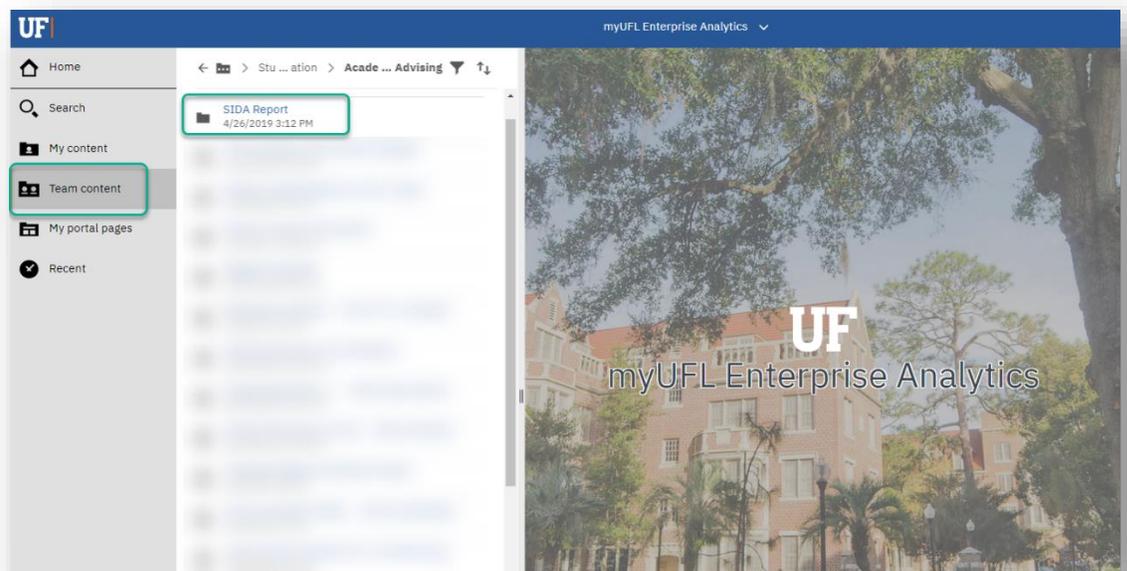
2. Enter your search parameters. You have to enter a **term** and **request status**. You can also search by **course or student**.

   NOTE: there are optional criteria which can be used and include:
   - UFID
   - College (program)
   - Major (plan)
   - Class

3. After entering search parameter, click **Finish** and review results.

   NOTE: Results can be downloaded to excel by clicking the play button and running to excel option

For Additional Assistance:

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu