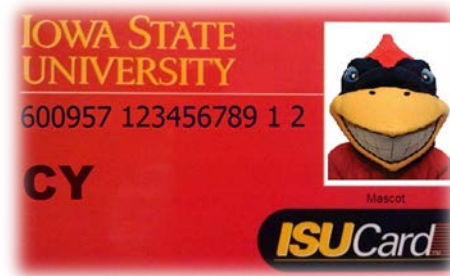


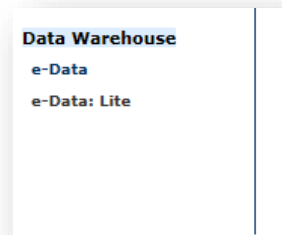
1. Log into Access Plus using your Univ. ID (i.e. 123456789) and Password



2. Select the uBusiness tab on the right hand side



3. Select "e-Data" under "Data Warehouse" in the left hand column

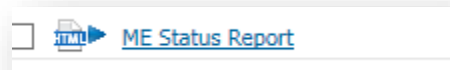


4. Hit Continue to acknowledge confidentiality statement
5. Log into e-data using your Net ID (i.e. jdoe@iastate.edu) and Password

6. In the top row locate "Public Folders" and select



7. Select "Custom Reports"
8. Select "College of Engineering"
9. Toward the Bottom select "ME Status Report"



10. Drop Down "Account Manager" to find your name in the report
11. Hit Run, Report may be downloaded to Excel or PDF