

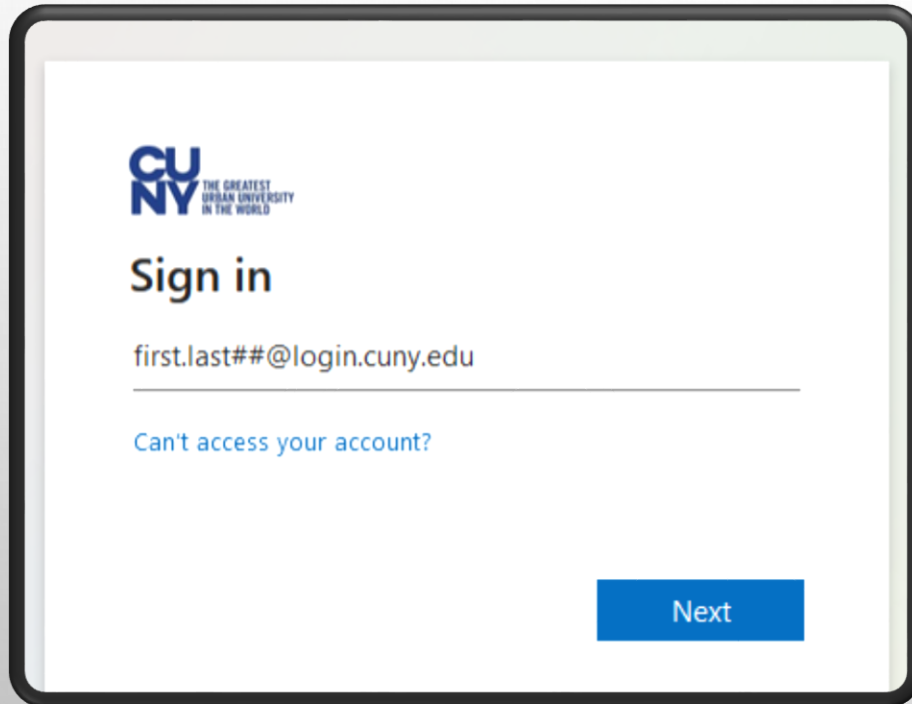
Instruction to the GC's Internal Data Portal

**Office of Institutional Research and Effectiveness (OIRE)
CUNY Graduate Center
February 2022**

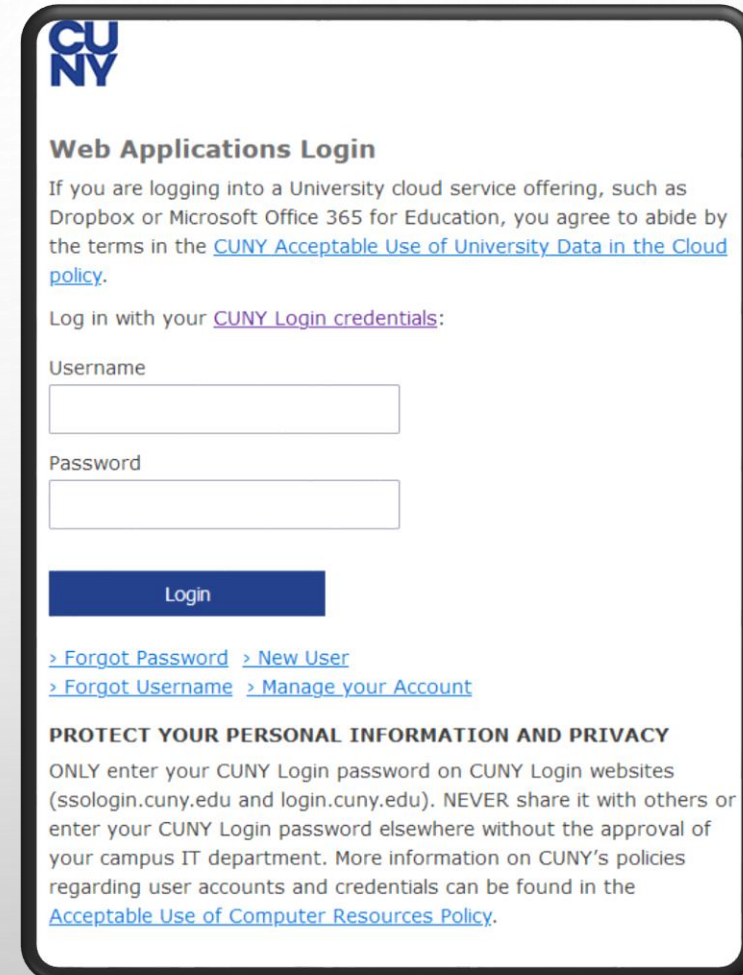
Step 1: Click the Link: [OIRE Internal Reports](#)

Step 2: Log in by using your CUNYFirst login. FirstName.LastName###@login.cuny.edu

The last two digits of your EMPLID



The screenshot shows the CUNY Sign in page. At the top left is the CUNY logo with the tagline "THE GREATEST URBAN UNIVERSITY IN THE WORLD". Below the logo, the text "Sign in" is displayed. Underneath, there is a text input field containing the placeholder "first.last###@login.cuny.edu". Below the input field is a horizontal line. Under the line, the text "Can't access your account?" is visible. At the bottom right of the page is a blue button labeled "Next".



The screenshot shows the CUNY Web Applications Login page. At the top left is the CUNY logo. Below the logo, the text "Web Applications Login" is displayed. Underneath, there is a paragraph of text: "If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#)." Below this paragraph, the text "Log in with your [CUNY Login credentials](#):" is displayed. Underneath, there are two text input fields: "Username" and "Password". Below the input fields is a blue button labeled "Login". At the bottom of the page, there are two links: "> [Forgot Password](#) > [New User](#)" and "> [Forgot Username](#) > [Manage your Account](#)". At the very bottom, there is a section titled "PROTECT YOUR PERSONAL INFORMATION AND PRIVACY" followed by a paragraph of text: "ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#)."

Step 3: Go to the folder for the Student Experience Survey Reports

SharePoint

GC OIRE-Internal Reports

Home, Conversations, Documents, Shared with us, Notebook, Pages, Site contents, Recycle bin, Edit

+ New, Upload, Edit in grid view, Share, Copy link, Sync, Download, Go to channel

Documents > General

Name	Modified	Modified By	+ Add column
0. Annual OIRE Updates	November 17, 2021	Ying Wang	
1. Admissions Data_Feeder Schools	June 9, 2021	Francesca Teora	
2. Alumni Data	June 9, 2021	Francesca Teora	
3. Diversity Data	June 9, 2021	Francesca Teora	
4. Graduation Data_Progress Dashboards	June 9, 2021	Francesca Teora	
5. Student Experience Survey	Yesterday at 1:41 PM	Ying Wang	
00 Read First_Table of Contents.docx	November 17, 2021	Ying Wang	

You can view or select files to download.

If you have any questions please contact ywang4@gc.cuny.edu