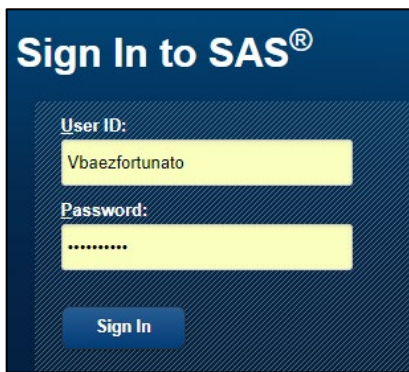


How to use SAS to create your Reviewer/Program Chair list

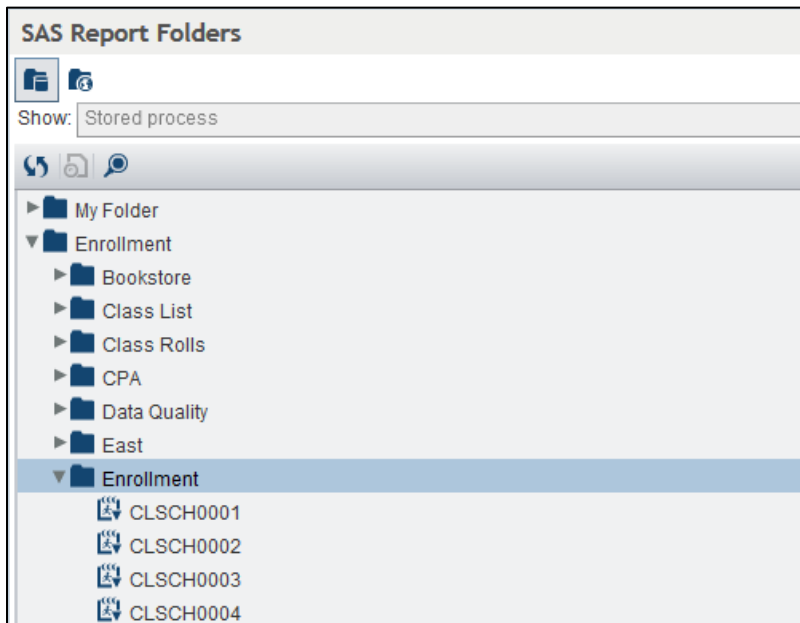
Step 1: Go to <http://valenciacollege.edu/oit/dw/> and login to [Portal](#) with your atlas credential.



a. Put the Atlas credential and click on Sign In



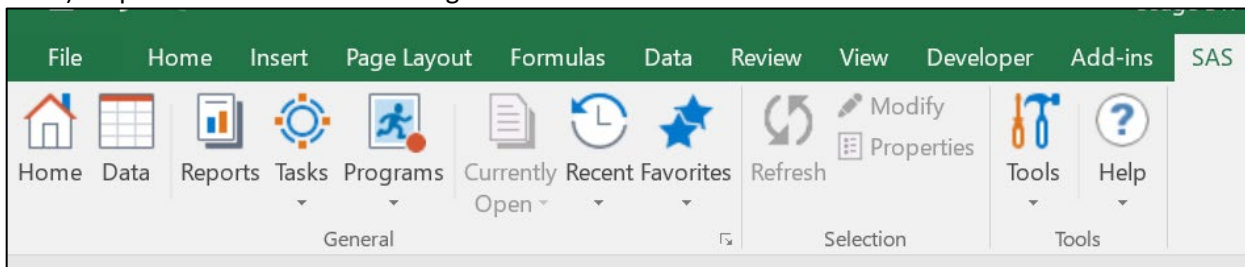
b. Scroll down to SAS Report Folders and open the folder that you requested in [Data Warehouse access request](#). Double click on the report you want to see.



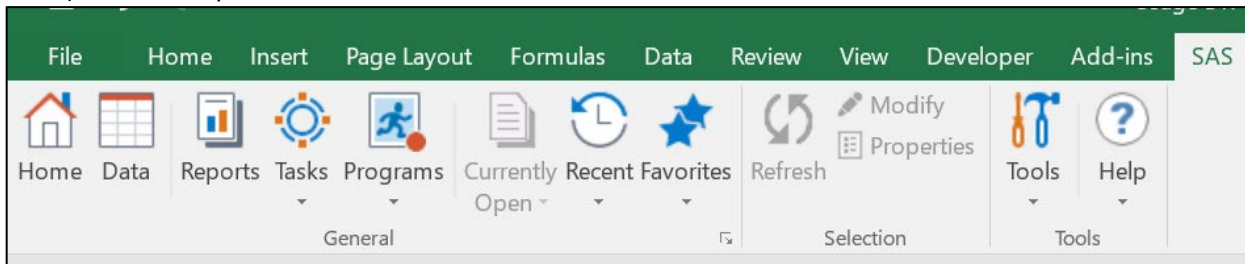
Basic Properties:	
Property	Value
Type	Folder
Date created	02/01/15 07:50 AM
Date modified	02/02/16 01:52 PM
Location	\
Description	1.Enrollment
Keywords	

Step 2: Accessing Reports from SAS Add In from Microsoft Excel

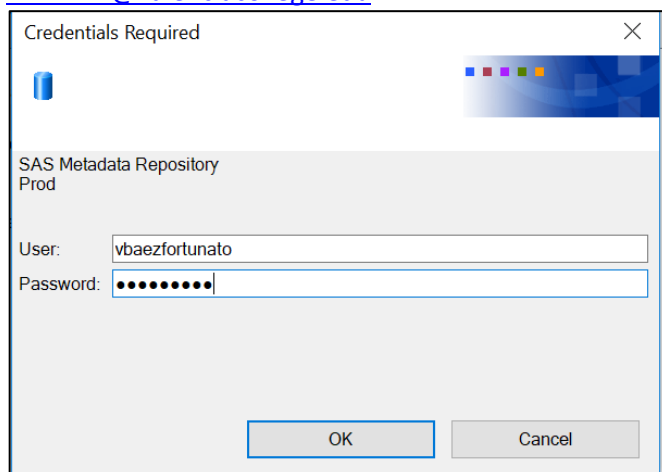
a) Open Microsoft Excel and single click the SAS tab



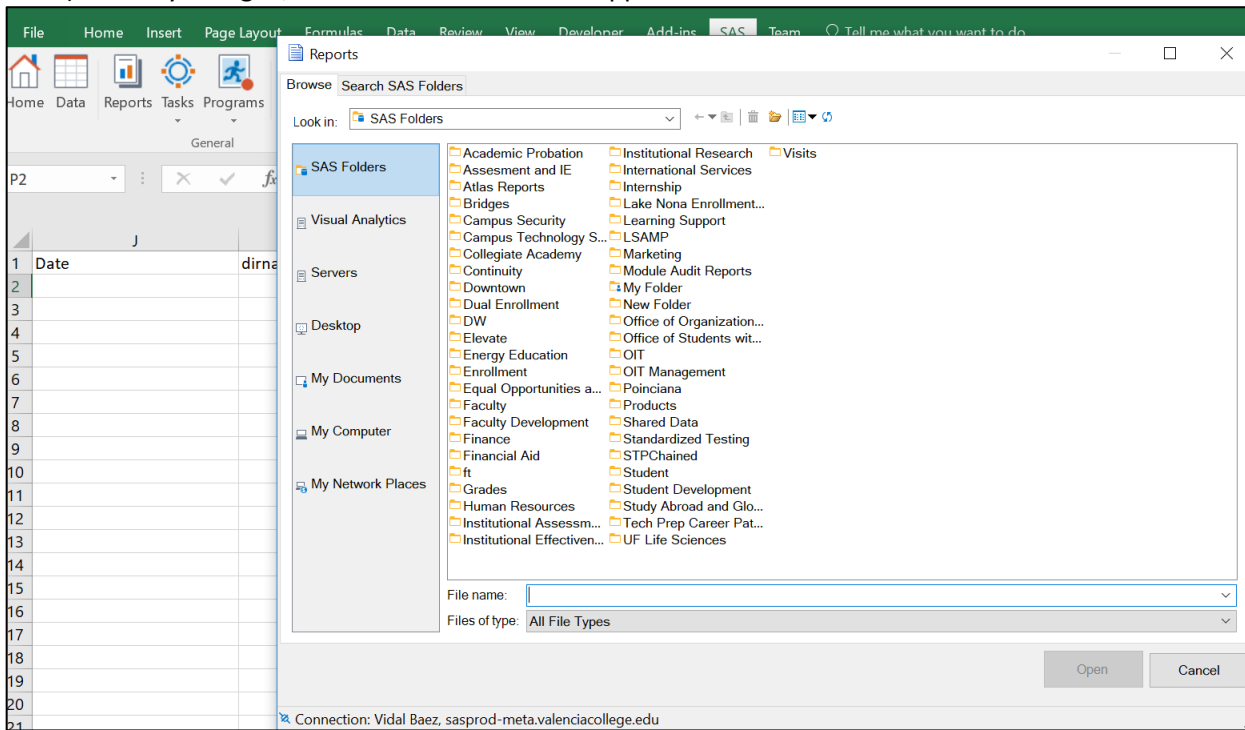
b) Select Reports



c) When prompted for a User Name and Password enter the User name and Password you use to access your computer (your network Id and password) then click "OK"
If you need assistance with logging in, please send an email to DWHELP@valenciacollege.edu

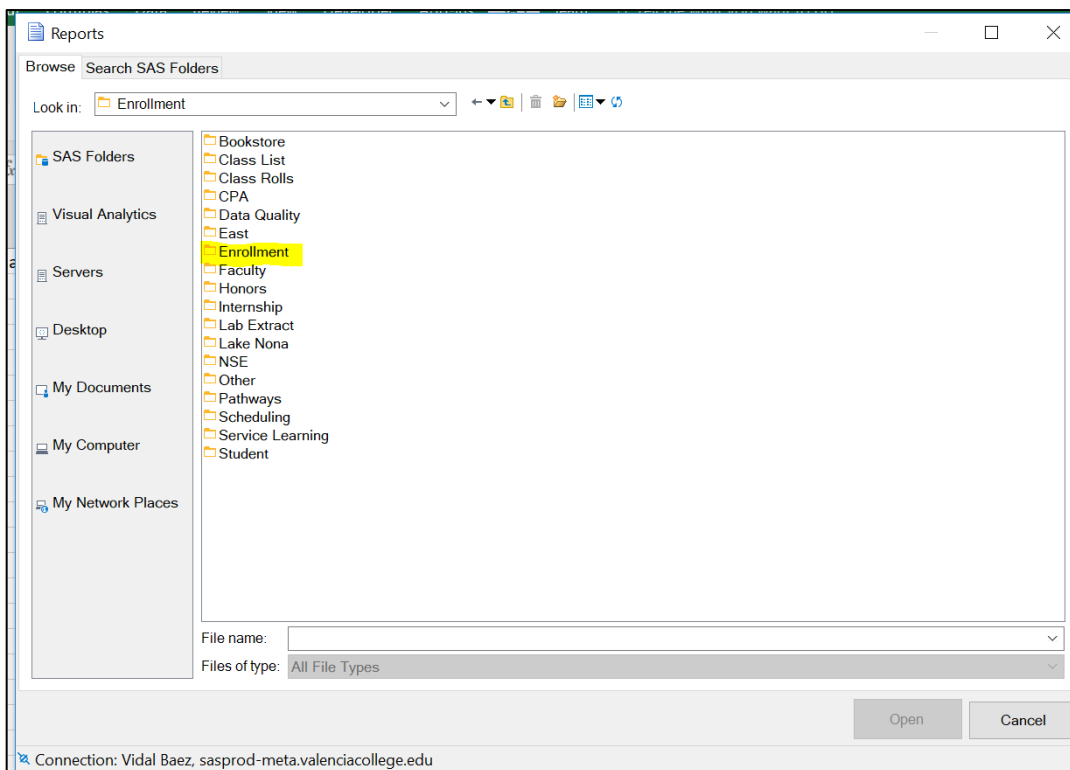


d) After you log in, the screen below should appear.

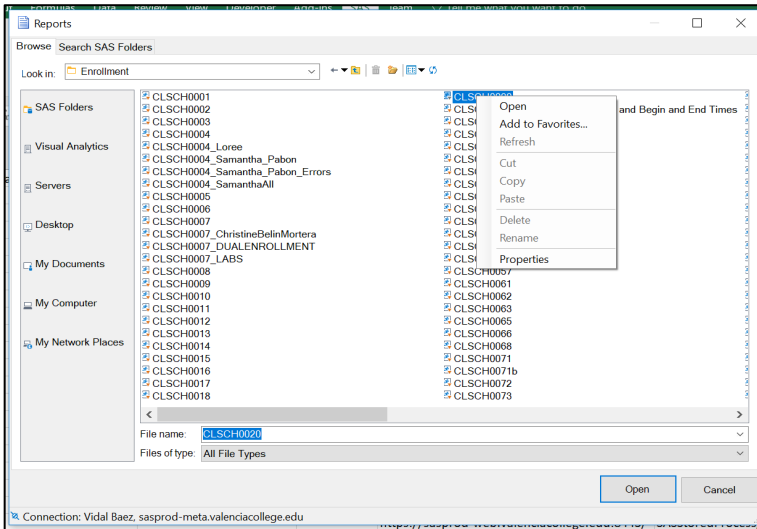


e) Double Click the folder of interest (available folders will vary depending on your role at Valencia College).The example below uses the enrollment folder.

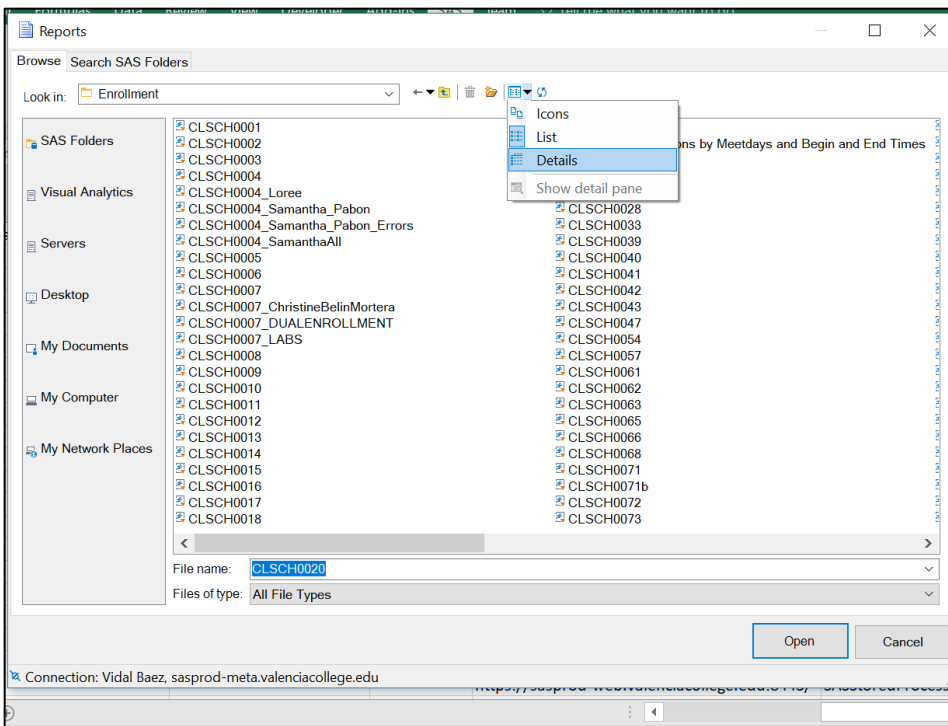
f) Selected Enrollment folder again



g) Right click on the report to reveal a context menu and select “Add to Favorites” to include the report in your Favorites.



To add report description to the listing, click the down arrow next to the View icon and select “Details”.



- h) Double Click the report you want or Single Click on Open. This will bring up a parameter window if the report has parameters.

- i) Type values in text fields like the Term Code. Select a single value from pick list with a single click or select multiple values by holding down the “Ctrl” key and clicking on multiple values. Use the arrows to move your selection from “Available” box to the “Selected” box and then Click Run.
- j) Make your selection where you want the results and click OK.

Course Number	CRN	Course Title	Term	Instructor Last Name	Instructor First Name	Instructor VID
ACG-2021C	12887	Prin of Financial Accounting	202110-1	Martin	Walter	V01003870
ACG-2021C	12888	Prin of Financial Accounting	202110-1	Baselice	Thomas	V03318497
ACG-2021C	12889	Prin of Financial Accounting	202110-1	Baselice	Thomas	V03318497
ACG-2021C	12890	Prin of Financial Accounting	202110-1	Battiste	Cecil	V01003355
ACG-2021C	12892	Prin of Financial Accounting	202110-1	Baselice	Thomas	V03318497
ACG-2021C	12893	Prin of Financial Accounting	202110-1	Baselice	Thomas	V03318497
ACG-2021C	12894	Prin of Financial Accounting	202110-1	Baselice	Thomas	V03318497
ACG-2021C	12936	Prin of Financial Accounting	202110-1	Paxton	Scott	V03418202
ACG-2021C	12938	Prin of Financial Accounting	202110-1	Muller	Steven	V01003944
ACG-2021C	12939	Prin of Financial Accounting	202110-1	Muller	Steven	V01003944
ACG-2021C	12943	Prin of Financial Accounting	202110-1	Paxton	Scott	V03418202
ACG-2021C	12944	Prin of Financial Accounting	202110-1	Cintron-Lorenzo	Nelly	V02845280
ACG-2021C	12947	Prin of Financial Accounting	202110-1	Muller	Steven	V01003944
ACG-2021C	12948	Prin of Financial Accounting	202110-1	Paxton	Scott	V03418202
ACG-2021C	13043	Prin of Financial Accounting	202110-1	Frank	Debra	V03607347
ACG-2021C	13044	Prin of Financial Accounting	202110-1	Frank	Debra	V03607347
ACG-2021C	13045	Prin of Financial Accounting	202110-1	Gray	Lisa	V02134470
ACG-2021C	13046	Prin of Financial Accounting	202110-1	Gray	Lisa	V02134470

	A	B	C	D	E	F	G	H	I	J
1	Course Number	CRN	Course Title	Term	Instructor Last Name	Instructor First Name	Instructor VID	PEAEMPL Full Time or Part Time	Review Name Reviewer VID	
2	ACG-2021C	18221	Prin of Financial Accounting	201610-1	Battiste	Cecil	V01003355	F	John Doe	V01234567
3	ACG-2021C	18221	Prin of Financial Accounting	201610-1	Battiste	Cecil	V01003355	F	Jane Smith	V12345678
4	ACG-2021C	18222	Prin of Financial Accounting	201610-1	Battiste	Cecil	V01003355	F		