
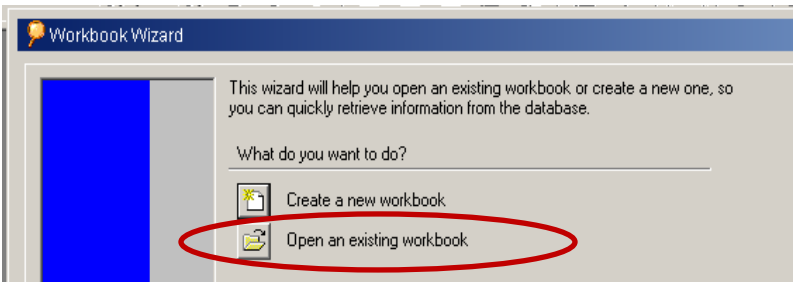


Quick Start Guide for Accessing CBIL Enrollment Reports in Discoverer

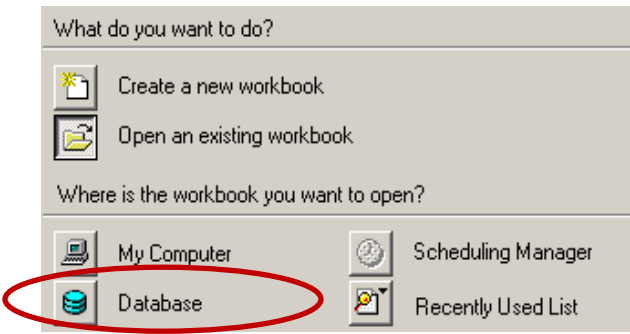
1. Open a web browser and navigate to ez.cuny.edu
 - a. Login with your **network ID** (same as used to login to desktop)
 - b. Domain: CO (if central office user)
2. Click the Oracle Discoverer Desktop icon  **Oracle Discoverer Desktop**
 - a. This may launch a Citrix application, which takes a minute to load, and an error message (see below)
 - b. Click OK. The error message will go away and the program will continue loading.



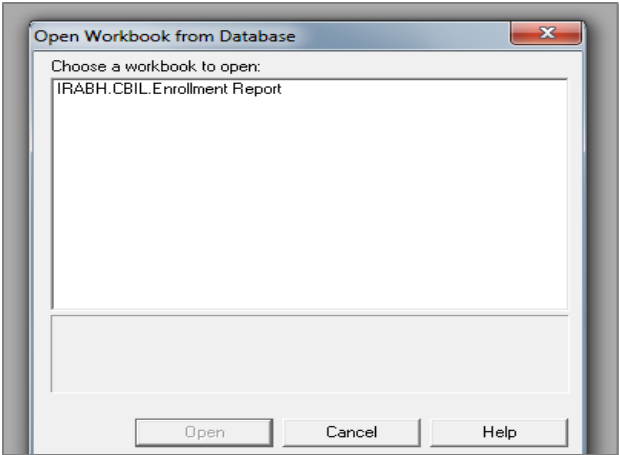
3. The Discoverer login dialogue box will appear. Login with your **IRDB username and password** (the username and password will be provided over the phone by OIRA; it is different from your network ID). In the “connect” field, enter “IRDBPROD2”.
 - a. Users are required to change their IRDB passwords every 185 days
 - b. Passwords require nine characters: numbers and letters
 - c. If you forget your password, contact Albert Moy (albert.moy@mail.cuny.edu)
 - i. You cannot reset your own password
 - ii. CIS service desk cannot reset the password for you
4. When Discoverer “Workbook Wizard” launches, select “Open an Existing Workbook”



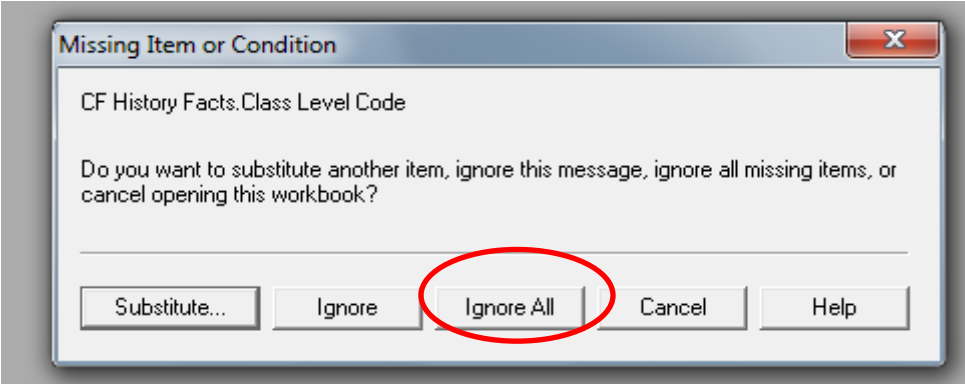
5. When prompted “Where is the workbook you want to open?” select Database



6. Choose a report from the list and run it.



7. You may see an error warning message. Select “Ignore All”.



8. To select the current term, open semester drop-down menu and select desired term.

