



<p>Step 1</p> <p>Launch Internet Explorer (or your browser preference) from your desktop.</p>	
<p>Step 2</p> <p>Your home page opens.</p> <p>If your home page is not the CSUF website, type www.fullerton.edu in the address bar and click or hit 'Enter' on your keyboard.</p>	
<p>Step 3</p> <p>Enter your campus assigned username and password under "Portal Log In".</p> <p>Click .</p>	



<p>Step 4</p> <p>You are now taken to the Faculty/Staff Portal.</p> <p>Click the e-Content tab.</p>	<p>CALIFORNIA STATE UNIVERSITY, FULLERTON Faculty/Staff Portal</p> <p>My CSUF Email Library TitanCard Services Finance Dept Webcam e-Content BlackBoard Profile Log Out Help CSUF Home</p> <p>SRI Demo Instructor Evaluations</p> <p>My Notes Add Note Edit Sample Note</p> <p>My Links Add Link Edit Sample Link</p> <p>My News and Info Welcome, Khanh Your Campus Wide ID</p> <p>University Messages</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Posted</th> </tr> </thead> <tbody> <tr> <td>New Faculty Orientation (by invitation)</td> <td>7/17/2007</td> </tr> <tr> <td>New Part Time Faculty Orientation</td> <td>7/10/2007</td> </tr> <tr> <td>Faculty Day: August 15</td> <td>7/10/2007</td> </tr> </tbody> </table> <p>Check back for the latest messages regarding campus programs and operations.</p>	Subject	Posted	New Faculty Orientation (by invitation)	7/17/2007	New Part Time Faculty Orientation	7/10/2007	Faculty Day: August 15	7/10/2007
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<p>Step 5</p> <p><i>Congratulations! You have successfully navigated to the Documents / Reports / Forms Web Portal.</i></p> <p>To login, click</p> <p>My Workplace</p>	<p>CALIFORNIA STATE UNIVERSITY, FULLERTON Faculty/Staff Portal</p> <p>My CSUF Email Library TitanCard Services Finance Dept Webcam e-Content BlackBoard Profile Log Out Help CSUF Home</p> <p>WARNING: Protect your confidential information! Be sure to logout and exit the browser when leaving your computer.</p> <p>Documents/Reports/Forms Web Portal</p> <p>>>> Log In Training Resources Training Resources</p> <p>My Workplace</p>								
<p>Step 6</p> <p>Depending upon your access you may see links for Finance and/or Human Resources reports.</p> <p>Next, click on the appropriate link.</p> <p>Note: A new window will open with the Distributed Reports web portal.</p>	<p>CALIFORNIA STATE UNIVERSITY, FULLERTON Cal State Fullerton</p> <p>lledyard Monday, July 21, 2008</p> <p>My Workplace</p> <p>My Workplace Financial Reports HR Reports</p> <p>Distributed Reports</p> <ul style="list-style-type: none"> Budget Allocation & Transfer Reports Budget Allocation & Transfer Reports Commitments Report Commitments Report Encumbrance/Expenditure Reports Encumbrance/Expenditure Reports Security Reports Security Reports 								



Step 7

Next, choose the Distributed Report you would like to view.

Finance:

Financial Reports
HR Reports

Distributed Reports

- Budget Allocation & Transfer Reports** ⓘ
Budget Allocation & Transfer Reports
- Commitments Report** ⓘ
Commitments Report
- Encumbrance/Expenditure Reports** ⓘ
Encumbrance/Expenditure Reports
- Security Reports** ⓘ
Security Reports

Human Resources:

My Workplace
Financial Reports
HR Reports

My Workplace

Distributed Reports

- LAPP Reports** ⓘ
LAPP Reports

Step 8

Congratulations! You have successfully logged on to the Distributed Reports web portal.

The report search page opens in a new window.

For additional instructions review the business process guide(s) associated with the report being viewed.

lledyard | Monday, July 21, 2008 Help | Close

Search View

Selected Search Template: **P8PRDCE > LAPP Reports**

Hide Search Criteria Printable View

Select Search Criteria

Pay Period (YYYYMM)

Group ID (999MS)

Run ID (YYYYMM_MST)

Report Date *is greater than or equal to* Clear (MM/d/yy)

Report Date *is less than or equal to* Clear (MM/d/yy)

Report Title