Step 1
Launch Internet Explorer (or your browser preference) from your desktop.

Step 2
Your home page opens.
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.

Step 3
Enter your campus assigned username and password under “Portal Log In”.
Click on the login button.
Step 4
You are now taken to the Faculty/Staff Portal.
Click the e-Content tab.

Step 5
Congratulations! You have successfully navigated to the Documents / Reports / Forms Web Portal.
To login, click

Step 6
Depending upon your access you may see links for Finance and/or Human Resources reports.
Next, click on the appropriate link.
Note: A new window will open with the Distributed Reports web portal.
**Step 7**

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

**Finance:**

![Distributed Reports](image1)

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

**Human Resources:**

![Distributed Reports](image2)

- **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.