
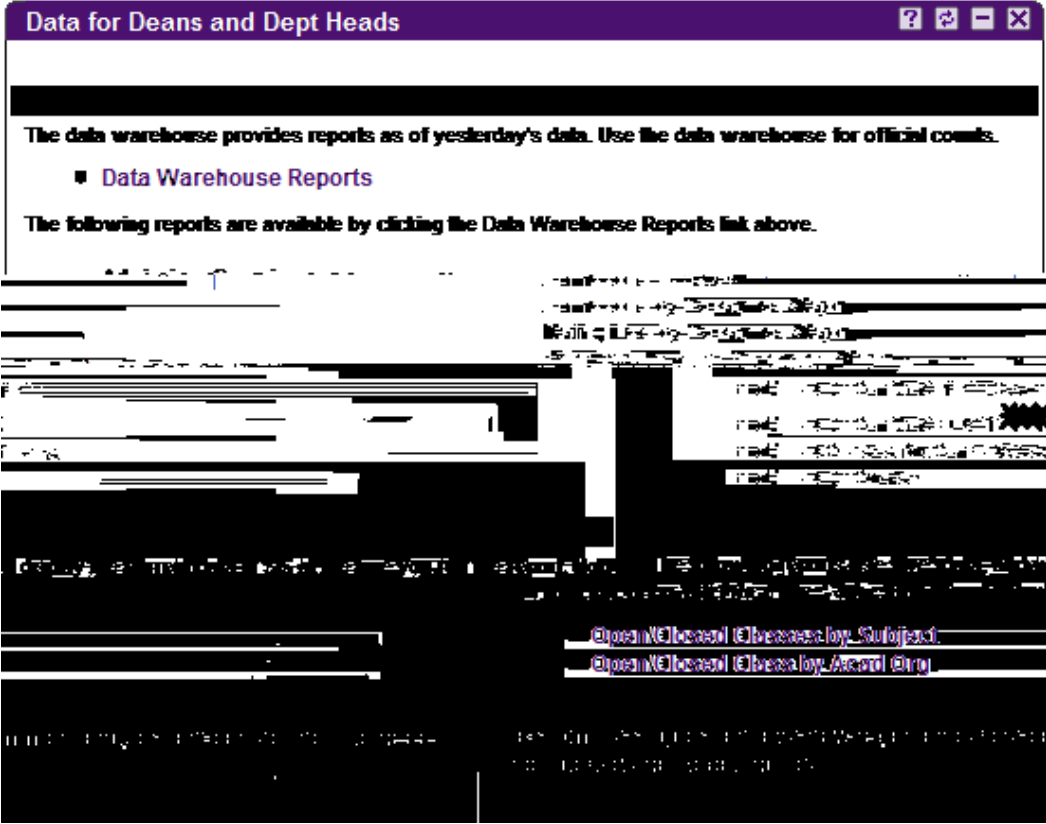


## Data for Deans and Department Heads

### *Accessing the Reports*

Step	Action
1.	Access and log into <b>My Universe</b> .
2.	<p>Select the <b>Reporting</b> tab.</p>  <p><b>Result:</b> The <b>Data for Deans and Dept Heads</b> pagelet displays on the <b>Reporting</b> tab.</p>  <p><b>Note:</b> If you do not see the <b>Data for Deans &amp; Dept Heads</b> pagelet, select <b>Content</b> in the upper left to add. You may also customize the placement of the pagelet by selecting <b>Layout</b>.</p>



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### *Troubleshooting*

- If you experience internet browser issues, try reloading the page (**F5** or **Refresh/Reload** button on the browser toolbar). You may also clear your internet cache (SHIFT+CONTROL+DELETE or Tools, Options)
- If you receive a message stating *Access is Restricted*, contact Institutional Research.