

# one.bellarmine.edu

## Obtaining Reports of Majors, Minors, etc. (aka – the Students by Academic Program CRS Report)

This Colleague Reporting Services (CRS) report allows you to obtain lists of currently active students (active doesn't always mean registered) in a given academic program. You may limit your list to certain degrees, majors, minors, specializations, or various other options.

CRS reports can only be run by Bellarmine faculty or staff members and only from an on-campus (or VPN) location. Using Internet Explorer (or Edge) is recommended for CRS reports.

1. From a Bellarmine network computer (on campus or over VPN), go to **one.bellarmine.edu**, click the “**One Login**” button in the upper right hand corner of the page and login using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard** page.
2. In the far upper left corner on your Dashboard page is the ≡ **Menu** (aka the hamburger menu). Hover over it to reveal the list of Info Sites. Click Academics > Registrar > Restricted to get to the CRS Reports Page.
3. Once on the Restricted page, choose the Students by Academic Program Report by clicking it. This will open the report in CRS so that you can choose the specific list you'd like to obtain.
4. Using the pull-down prompts, make your desired selection(s). For any prompt you select make sure to un-check the pre-selected all box and then select your choice. For example, if you would like a list of Psychology majors, pull down the Majors prompt, un-check the Any Major box, scroll down the list and place a check in the Psychology (PSYC) box.
5. If you want student photos on your report, select True. If not, select False.
6. Once you've made your prompt selection and photo choice, click the View Report button in the upper right corner. Your desired list will display. If it fails to load, follow the instructions that are posted back on the Restricted page to change your compatibility view settings and try again.
7. To export your list, click the export icon pulldown. The export icon is found on the toolbar under the prompts near the center and looks like this:



Questions? Contact the Registrar's Office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu)