

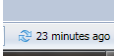


one.bellarmino.edu

Report of Students by Pre-Professional Program

This Colleague CROA report allows you to obtain lists of currently enrolled students who have declared an interest in a pre-professional program.

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

1. From a Bellarmine network computer (on campus or over VPN), go to **one.bellarmino.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 Reports Page.
3. Once on the Restricted page, choose the **Students by Pre-Professional Program (CROA)** link by clicking it. If prompted for your credentials, enter your network username and password.
4. This report is set to default to display all the students who are enrolled for the current semester. The results will display on your screen. The following steps will allow you to better customize the report to your needs:
 - a. To export the report click the export icon pulldown found on the toolbar near the top left. It looks like this. 
 - b. The Input Controls box along the left allows you to filter the results.
If the Input Controls box is not expanded simply click the icon on the left that looks like this: 
 - c. To refresh the report to make sure that you getting the most current students for the most current term, click on the refresh icon in the lower right corner of the screen that looks like this:  (Each time you refresh, you will be prompted to enter the term. You can choose from the list or enter the term as YYYY followed by either FA (fall), SP (spring) or SU (Summer). For example, to see spring 2017 students, you would enter 2017SP.

Questions? Contact the Registrar's Office at registrar@bellarmine.edu