

How to Log In and Out of e-Data Job Aid

Purpose: The purpose of this job aid is to help you log in and out of e-Data. In this aid, you will find information regarding:

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Supported Browsers for e-Data

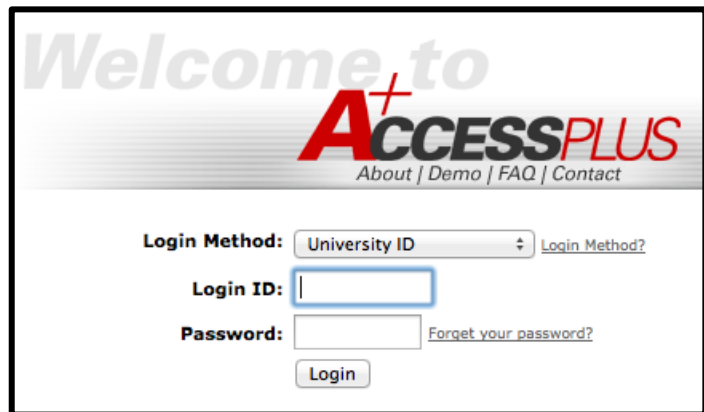
Use one of the following browsers to log into e-Data.

- Internet Explorer 9 or up
- Firefox 12 or up
- Safari 6 or up (optional for Macs)

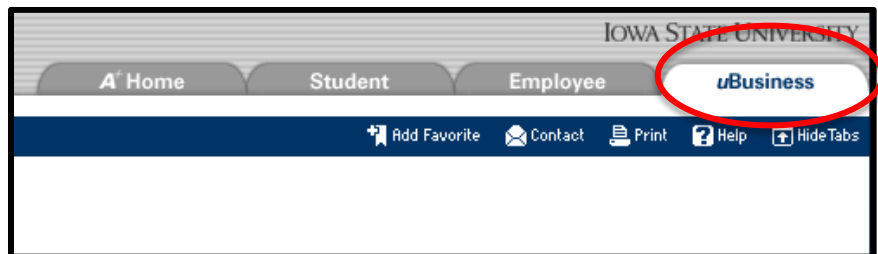
How to Log In to e-Data

Follow the numbered steps to get to the **e-Data** screen.

1. Open a recommended browser (Internet Explorer, Firefox, or Safari).
2. Navigate to www.accessplus.iastate.edu
3. Enter your **University ID** and **Password** to log into **AccessPlus**.

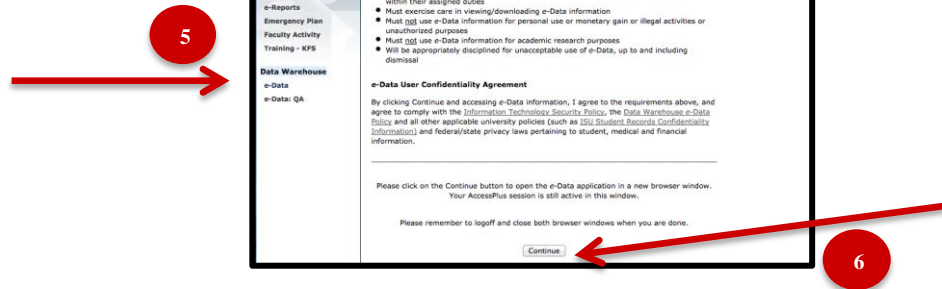


4. Click on the **uBusiness** tab on the far right of this screen.

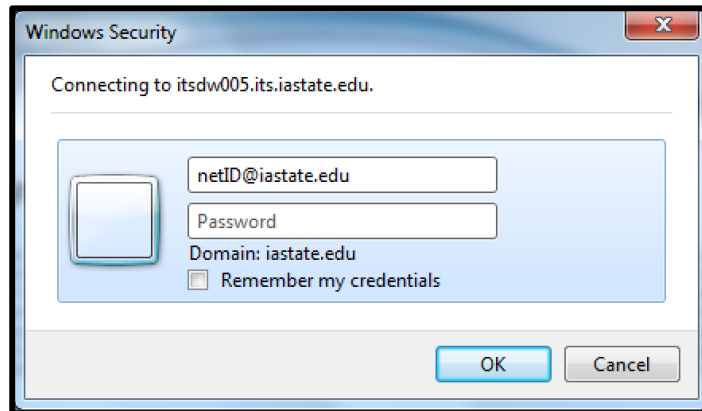


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5. Click **e-Data** under the **Data Warehouse** menu item on the left.
6. Click **Continue**.



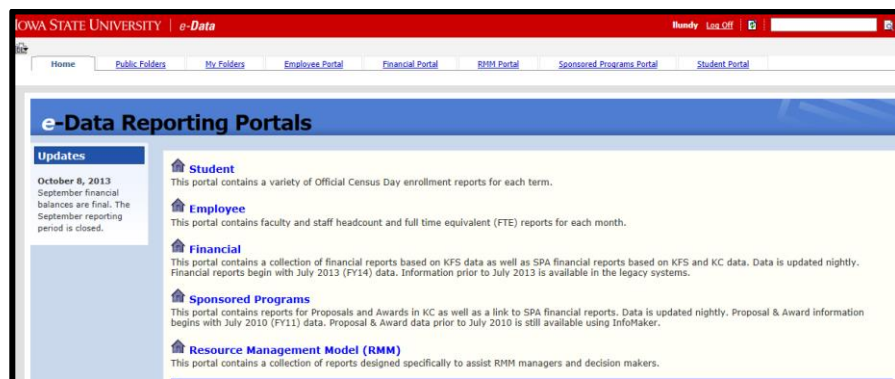
- 6a. If you receive this prompt enter your **ISU Email Address** and **Password** then; click **OK** to enter the **e-Data Reporting Portals** screen.



7. Click the appropriate **Reporting Portal** to begin viewing reports in **e-Data**.

Portals (written in blue) include:

- Student
- Employee
- Financial
- Sponsored Programs
- Resource Management Model



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How to Log Out of e-Data

Tabs in AccessPlus will remain open while you work in e-Data. When you are done working on reports, follow the numbered steps to safely log out of the **e-Data** and **AccessPlus**.

1. Close all open e-Data tabs.
2. Click **Log off** in the red area on the top right of the **e-Data** screens.



3. Logout of **AccessPlus**.
4. Close the tab and browser.

