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:

- Supported Browsers for e-Data
- How to Log In to e-Data
- How to Log Out of e-Data

**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](http://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.
4. Close the tab and browser.