UG/GRAD PROGRAM INFORMATION REPORT IN CAMPUS MANAGEMENT
(This report is used to print out Requirements for UG degrees or Graduate Programs)

The Menu Path is as follows:

- Log on to SAP production
- Check which menu is up - there are two menus in SAP as follows:
  - SAP Menu
  - User menu
  
  You need to make sure your User menu is up rather than the SAP menu
- Each menu may be set up differently, but what you want to look for is Reports and open this up by clicking on
- Go to Campus Management and open it up by clicking on
- Double click on the report

**STEP ONE**
Check to see if your User menu is on
If not, see **STEP TWO**.

**STEP TWO (if needed)**
If your user menu is not on – then click this ICON to bring it up

**STEP THREE**
Double Click on the report
From this screen you would:

- Select Undergraduate (for all UG degrees – for example BS), Cert/Mast/Spec (for all graduate programs – for example MA in Art) or Doctoral (for all doctoral programs) by clicking on the radio dial before the appropriate category.
- Search for the program you want by clicking on the Object ID field and then clicking on this button that will come up (see sample of the search menu that comes up on the following page). If you already know the program number you can go ahead and enter it here as well and not do a search.
When this search menu comes up you can either leave the Search Term field blank or type in some letters to narrow the search. For example enter MA and it will bring up all programs that have MA in it. To start your search click the green check mark.

NOTE: If this is not the search screen you see, please see the following graphic to see how to bring this correct search screen up.

Alternate search screen. To get out of this screen and to get to the one above, click on the More Search Help Icon at the bottom of the screen.
This screen will now come up and you will notice that Structure Search is checked ✔. You need to click on the Search Term key and the correct search screen will now come up.

When this search menu comes up you can either leave the Search Term field blank or type in some letters to narrow the search. For example enter MA and it will bring up all programs that have MA in it. You then click the green check mark ✔.
This is the drop down menu. You can scroll down until you find the program/degree you want and then double click on it. Please note that you can sort this in alphabetic order by clicking on the **Object Name** button.
Once you have double clicked on the program you want, it will take you back to your original screen. The program number will now be appearing in the Object ID field. You can now click on the execute button and the report will come up.
The report will look like this. If you want to print this report, you click on the print button at the top of the screen ( ).
The following screen comes up. If your printer is set up as a network printer you enter your printer ID in the **Output Device** field. If you do not have your printer set up as an SAP network printer then type in this field FWIN and it will just print to your local printer. To initiate the print click on the continue check mark.

![Print Screen List](image)