Log in to **MyU.umn.edu**
Navigate to Key Links > Reporting Center > Student Records > Academic Standing

Tip: Click on the ![icon](image) icon next to a report’s name to see additional information and considerations about that report.

The first time a process/report is run in PeopleSoft, a Run Control ID must be established. The Run Control ID is simply an identifier so that PeopleSoft can recognize which process/report is being run. The first time a process/report is run, the following must take place:

1. **Select Add a New Value.**

2. **Enter a Run Control ID** name that best meets your needs.
   Tip: The next time this report is run, you can click on Find an Existing Value and select the same run control that you have already created.

3. **Click on Add.**

4. **Enter the Academic Institution, Academic Program and Term.**
   Note: The TC CLA Advising Community field is optional.

5. **Click on Run.**
6. The Process Scheduler Request will open.

7. Click OK.

Tip: You may need to enter your DUO authentication after clicking on OK.

8. Allow several minutes for the report to run.

9. Then click on the Report Manager link. Click on the refresh button if the report has not appeared.

10. Click on the XLS link for the report to open in Excel.