



Banner 5
Software Support and Training
Central Connecticut State University

Brio

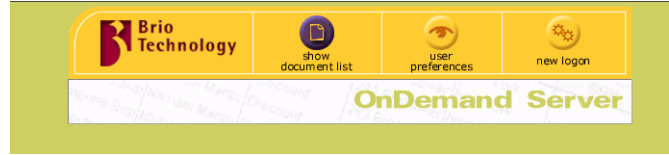
Student

Transcript

Report

Running the Student Transcript from the Brio OnDemand Server

1. Open Internet Explorer
2. Navigate to the Brio OnDemand web site at <http://brio.ccsu.edu>
3. Click on the “new logon” button
4. At the logon prompt, enter your Brio Username and Password, then click on Logon



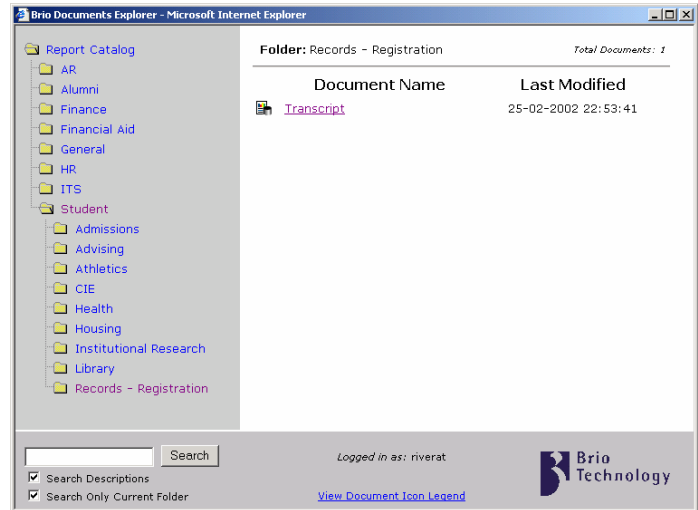
logon OnDemand Server logon

Username riverat

Password *****

Logon Cancel

5. At the Brio Documents Explorer screen, click on the folder icon next to Student, then click on Records-Registration
6. Click on Transcript under Document Name



7. At the “banner reporting” screen, enter your Banner Username, Banner Password and the Student ID number of the student you want to run a transcript for, then click on Process Transcript

http://brio.ccsu.edu/ods-isapi/ods.ods?Method=getDocument&Docname=@\$\$\$333&JScript=Enable - ...

File View Tools Help

EIS

Central Connecticut State University

banner reporting

Student Transcript Report

Please use your mouse to move between the fields below.

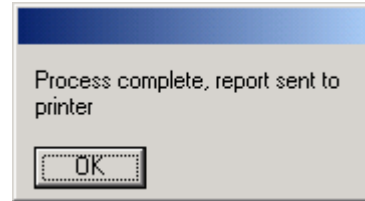
Banner Username: riverat

Banner Password: *****

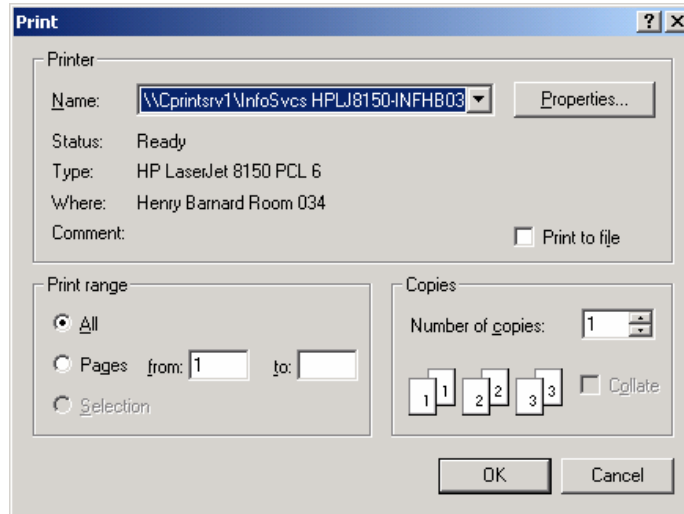
Student ID: 123456789 (9 characters, no dashes)

Process Transcript Close

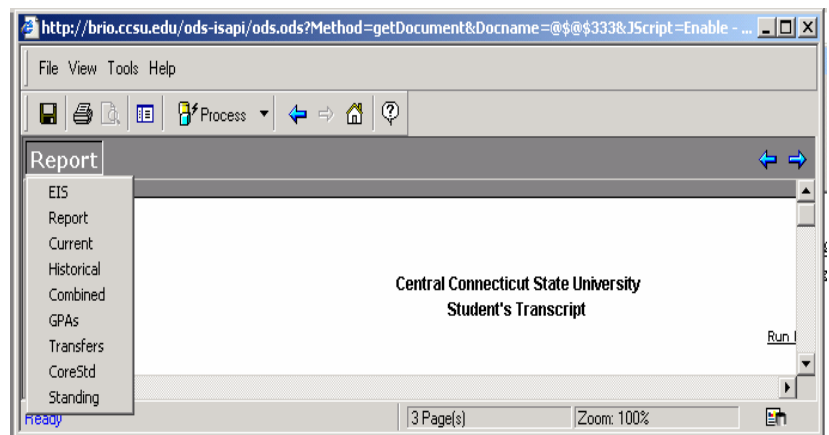
8. Once Brio has processed the Transcript, you will see a small dialog box indicating that the process is complete – click on OK.



9. To send the Transcript directly to the printer, click on OK at the Print dialog box. To view the Transcript through Brio, click on Cancel at the Print dialog box.



10. If you chose to view the Transcript through Brio, use the scrollbar on the right-hand side of the screen to scroll through the pages. You can print the Transcript by clicking on File/Print (or clicking on the Print icon in the toolbar). If you would like to process another Transcript, click on the Report button, then click on EIS – this will bring you back to the “banner reporting” screen where you can enter another Student ID number.



11. To exit Brio, close all open Brio windows.