Transitioning from Brio OnDemand to Hyperion

Hyperion is the new Banner reporting tool that replaces Brio. **Hyperion Workspace** is the web-based version of Hyperion that is used to run the reports that were previously accessed through Brio OnDemand.

1. Open **Internet Explorer** (PC) or **Firefox 3** (Mac) and navigate to [https://reporting.ccsu.edu](https://reporting.ccsu.edu).

2. At the log in screen, enter your **BlueNet Account username and password** (the same account you use to log in to your computer), then click on the **Log On** button.

3. The Hyperion report screen will open with a list of folders (if you do not see the list of folders, click on the **Explore** button on the Hyperion toolbar). **Click** on the “+” sign next to the **Student** folder (or other folder containing reports) to expand it, then **click** on the **Records-Registration** folder (or other sub-folder containing reports) to expand it.

4. The reports will be displayed on the right side of the screen.
   - **PC Instructions** - **Double-click** the name of the **report** to open it. If this is the first time you are opening a report with Hyperion, you will be prompted to **install** the plug-in. Follow the on-screen prompts to install the plug-in. Please note that the installation of the plug-in does take a while – in some cases 30 minutes or more.
   - **Mac Instructions** - **Right-click** the **report** and click on **Open As**, then **HTML**. No plug-in is required for a Mac.

5. When the report opens, you will **follow the same procedure** to run the report as you did using **Brio OnDemand**. Hyperion reports are easier to use because you do **not need** to enter your Banner username and password to run them.
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