


# HOW TO RUN THE PROBATION REPORT

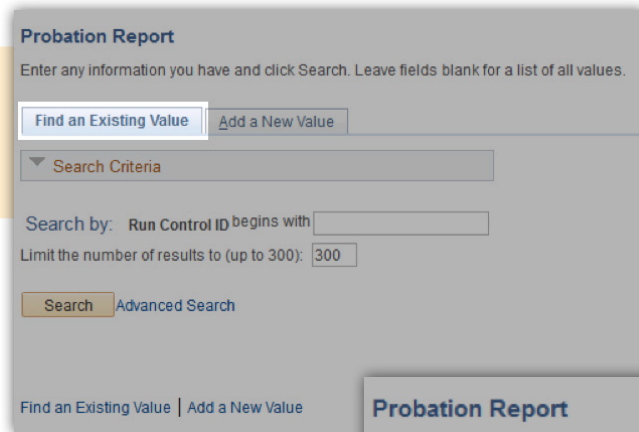
Log in to [MyU.umn.edu](https://myu.umn.edu)

Navigate to Key Links > Reporting Center > Student Records > Probation

Tip: Click on the  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:

When initiating (clicking on) a report or process that requires a **Run Control ID**, the search page will open on the **Find an Existing Value** tab.



**Probation Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Search by: Run Control ID begins with

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

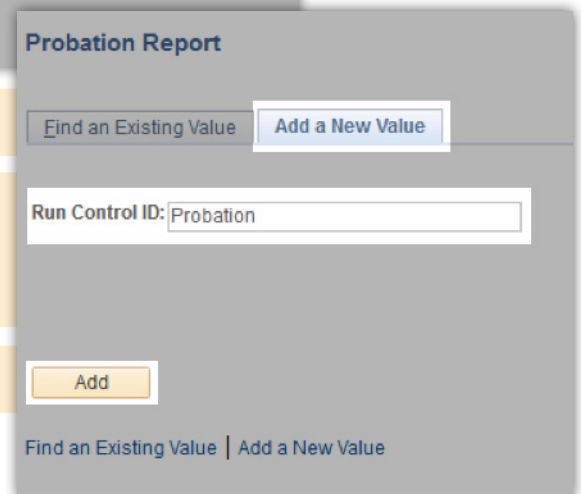
[Find an Existing Value](#) | [Add a New Value](#)

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**.



**Probation Report**

[Find an Existing Value](#) | [Add a New Value](#)

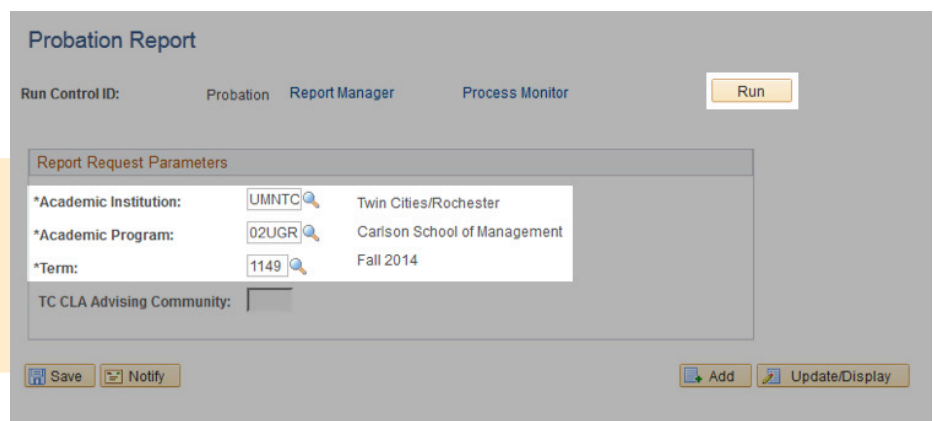
Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Enter the **Academic Institution**, **Academic Program** and **Term**.

Note: The TC CLA Advising Community field is optional.



**Probation Report**

Run Control ID: Probation [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Academic Institution:	<input type="text" value="UMNTC"/>	Twin Cities/Rochester
*Academic Program:	<input type="text" value="02UGR"/>	Carlson School of Management
*Term:	<input type="text" value="1149"/>	Fall 2014
TC CLA Advising Community:	<input type="text"/>	

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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.

Name	File Size (bytes)	Datetime Created
UMSRAE024.xlsx	30,044	04/07/2015 8:03:19.058791AM CDT
UMSRAE024.xml	113,947	04/07/2015 8:03:19.058791AM CDT

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

Emplid	Name	Acad Stndg	Manual Ovrld	Prob Hold	GPA Units In Progress	GPA Units Taken	ODL Units	Term GPA	Cum GPA	Tot GPA Units	Tot Units Earned	Admit Term	Acad Plan 1	Acad Plan 2	Acad Prog Dual	Advisor 1	Advisor 2	Comm 1	Comm 2
409603	Ashester,Lucas Mitchell	FRBI		Probation First Term	0.000	0.000	0.000	1.771	0.000	0.000	0.000	549	Phemajr			Ashester,Lucas Mitchell			
4305893	Berg,George Stanley	FRBI	Y	Probation First Term	0.000	0.000	0.000	1.533	0.000	0.000	21000	549	Phemajr			Farah,Hoda			
4674361	Broomfield,Lamas Davies	FRBI	Y	Probation First Term	0.000	0.000	0.000	1.067	0.000	0.000	36.000	549	Phemajr			Laskovic,George Wilson			
4623964	Ca,Lin	FRBI		Probation First Term	0.000	0.000	0.000	2.070	0.000	0.000	0.000	529	Finance B S			Lin,Chung En			