MyU Reporting Center

This job aid provides a visual guide to the key features of the Reporting Center, through which faculty and staff can access enterprise reports from UM Reports, UM Analytics, and PeopleSoft. Log in to MyU (myu.umn.edu). Navigate to: Key Links > Reporting Center.

- **MyU Favorites menu** includes any reports listed in My Favorite Reports.
- Filter reports by keyword or title.
- Centrally-run reports distributed to designated personnel.
- Favorite reports can be viewed or removed.
- Links to additional reporting tools.

**Tip:** Hovering over a report title will display a report description and additional information on the report business rules.

- Help, FAQ, and other resources are available by clicking Need Assistance.
- Notifications of report or system outages will be listed under the welcome message.
- Click the blue star to add the report to My Favorite Reports.
- Click “i” to open the report Help document.
- Finance, Human Resources, Physical Asset Management, Research, and Student Services contain expandable folders of report titles for each category.