Access Stony Brook University Reporting

To access Stony Brook University Reporting double click the icon on your desktop.

Windows Vista Users – Log in to the Remote Terminal Server

Select Don’t ask me again.... and click Connect

If you are already signed in to the sunysb.edu domain you will see your NetID.

If you are not signed in to the sunysb.edu domain then you will have to enter your User Name in the following format: sunysb.edu\yournetid

Enter your NetID Password.

Click OK
Windows XP Service Pack 3 Users – Log in to the Remote Terminal Server

Select **Don’t ask me again**.....
and click **Connect**

Enter your **User Name** in the following format:
**sunysb.edu\yournetid**

Enter your **NetID Password**.

Click **OK**

**Note:** Windows XP users will have to enter their User Name and Password twice.
A “remote” desktop is displayed with an Internet Explorer window open to the Stony Brook University Reporting site.

Your existing desktop and programs are just minimized and can be accessed at anytime by minimizing this “remote” desktop or by logging off.

Use the icons on this little toolbar to control the “remote” desktop window.

Click the Minimize button to minimize the remote desktop window and display your computer’s desktop.

If you click the Close (X) button you will close the remote desktop window without logging off. Your session will eventually time out.

Click the maximize button to have the Internet Explorer window fill the entire screen.

You will only see the areas of SBU Reporting that you have been granted access to. Click here to access one of them.
**Log Off of the “Remote” Server**

To exit SBU Reporting and your “remote” desktop session, click the **Start** button and choose **Log Off**. This will bring you back to your computer’s desktop.