

[Click here to access reporting in Terrier eDevelopment](#)

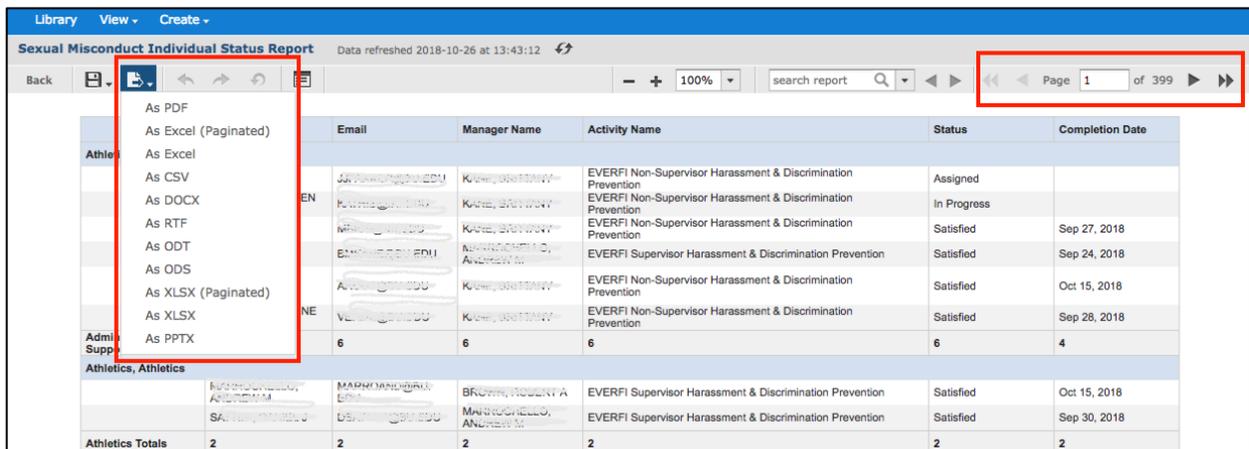
1. Login with your BU credentials.
2. You will be directed to the reporting page. In the upper left corner, click on the + folder icon next to **BOSTONUNIVERSITY_PROD**:



3. More folders will expand. Click on the second folder named **Ad Hoc Components**:



4. To see your report, click on **Sexual Misconduct Individual Status Report**.
5. This will bring you into your report, which will display all staff or faculty that roll up to you.



6. If you click on the third icon in the upper left corner, you will see your export options.
7. If your report is long, use the arrows in the upper right corner to navigate through each page (note: the export will compile all individuals, not just those displaying on the screen at that time).