

On-Demand Reporting Help Guide

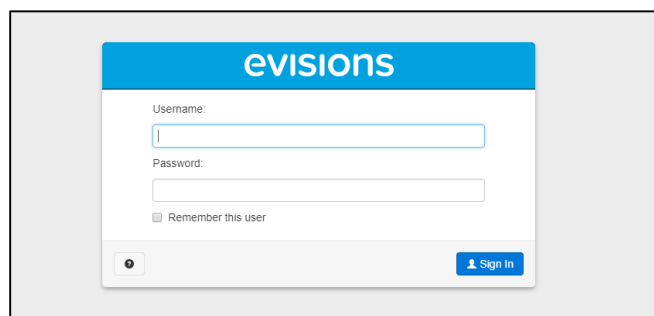
Navigate to: <https://registrar.unca.edu/forms>

Select “On-Demand Reporting Options” under “Request Forms”

Request Forms

- [Advisor Request](#)
- [Commencement Participation Form](#) (For students who wish to participate in a commencement ceremony other than the one for the term in which they will complete requirements. Must be within 8 hours of completing degree requirements.)
- [Consortium/Cross Registration](#) (to take a course at Mars Hill or Warren Wilson while full time at UNC Asheville)
- [Request for In-Progress \(IP\) Grade](#) (if a course is approved for IP grading, this is noted in the catalog course description)
- [Name Change](#)
- [Preferred First Name](#) - (For Students only. Employees must contact the Office of Human Resources.)
- [Release of Non-Directory Information \(Online FERPA Release via OnePort\)](#)
- [Request for Replacement Diploma](#)
- [Student Data Request](#) (for faculty/staff use only)
- [On-Demand Reporting options](#) ← (for students, faculty, and Department Assistants only)
- [Transcript Request](#)
- [Tuition Surcharge Request for Review](#)
- [Tuition Surcharge & Fixed Tuition Waiver Request](#)
- [Verification of Enrollment](#) (currently enrolled students should complete the online enrollment verification in OnePort)
- [Visiting Permission](#) (for UNCA students seeking to take a course at another institution)
- [Visiting Permission Non-UNCA](#) (for Non-UNCA students seeking to take a course at UNCA)

Log in using your OnePort username and password

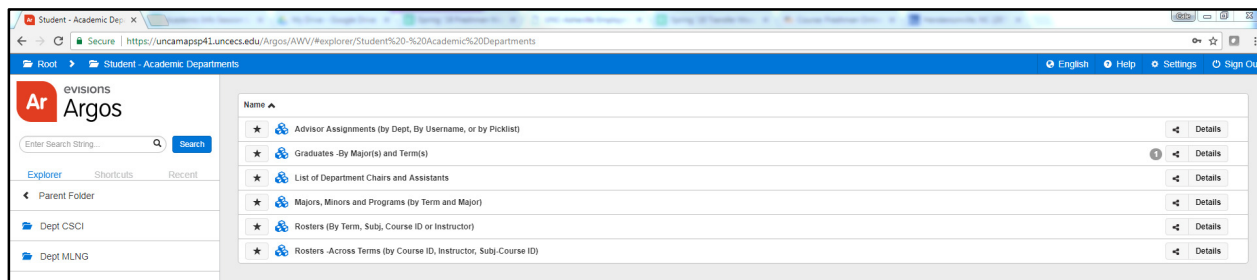


The screenshot shows the eVISIONS login interface. At the top, there is a blue header with the text "eVISIONS" in white. Below the header, there is a white login box with a blue border. Inside the box, there are two input fields: "Username:" and "Password:". Below the password field, there is a checkbox labeled "Remember this user". At the bottom right of the login box, there is a blue button with a white arrow and the text "Sign In".

Six standard reports are provided:

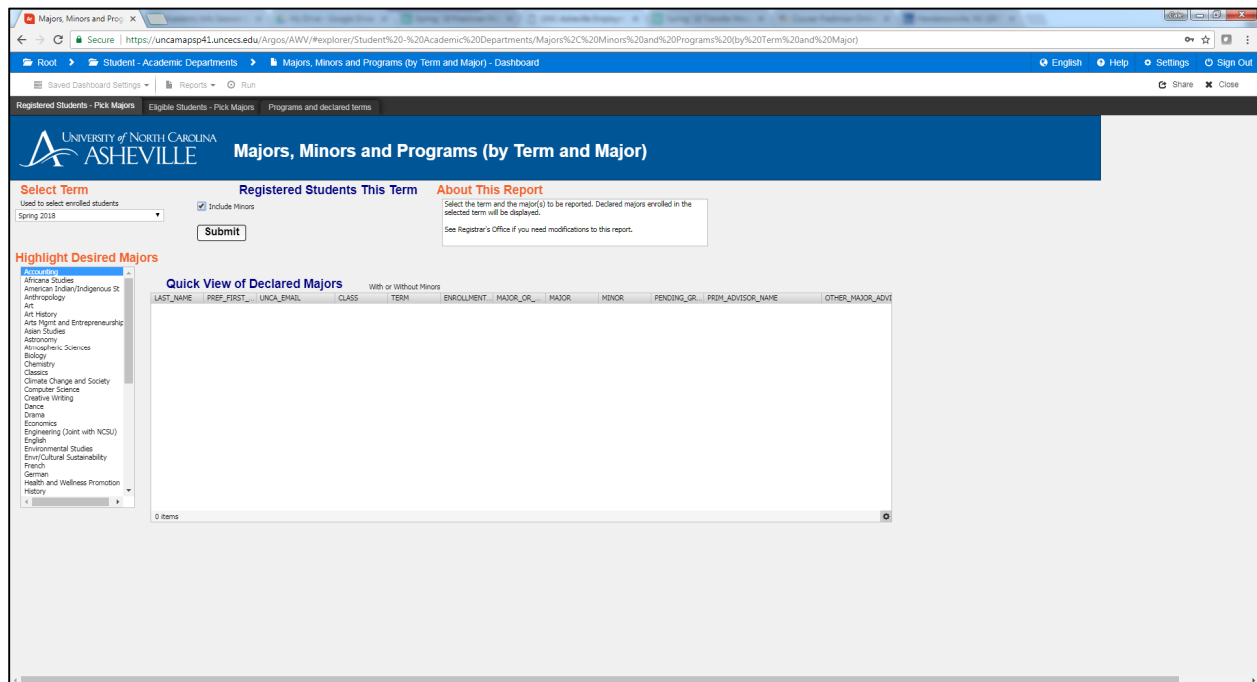
- Advisor Assignments (By Dept, By Username, or By Picklist)
- Graduates – By Major(s) and Term(s)
- List of Department Chairs and Assistants
- Majors, Minors, and Programs (By Term and Major)
- Rosters (By Term, Subject, Course, or Instructor)
- Rosters-Across Terms (By Subject, Course, or Instructor)

Click on the report you wish to access:

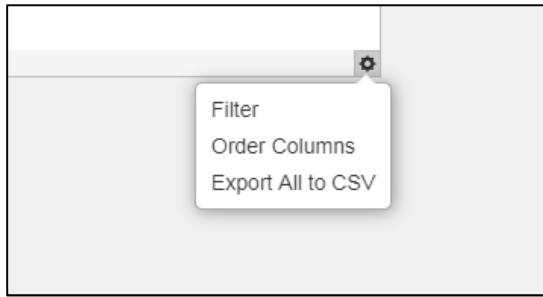


Enter the parameters and click the submit button.

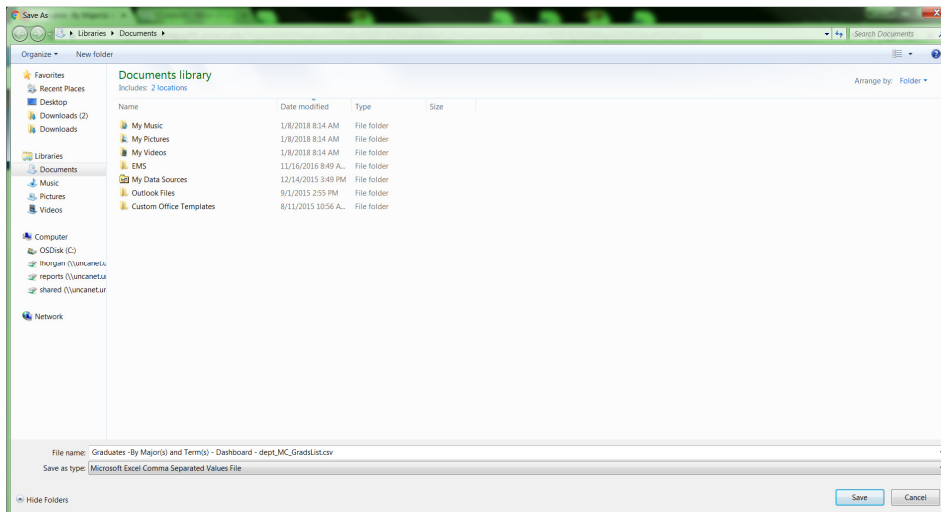
To select more than one department, hold “CTRL”.



To export the data to Excel - After the data displays, click the cogwheel on the bottom right, and select “Export All to CSV”



This will bring up a standard “Save as” where you can rename the file and select the location where you wish to save it.



For any questions or feedback on the On-Demand Reporting feature, please contact Cale Burrell in the Registrar’s office.

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