InfoPorte by the Numbers (Slide 2)

1. **Term Code From**: Filled in with the current term
2. **Term Code To**: Also filled in with the current term
   These are designed so you can enter a range of terms
3. **Student Enroll Status**: Filled in with ‘Yes’; note the drop-down arrow. Also, a button*.
4. **Advanced**: Click this to see more options on the screen
5. **Export Fields**: Click the blue drop-down arrow to see more fields; 3 categories: Contact Info, Academics, and Demographics; click the + to open category; click a box to add as a column in your exported report
6. **Search**: Click this once you have selected all the options needed. May take a few minutes to pull all the data.
7. **Excel Icon**: Click the icon to export the data to Excel.
8. **Academic Organization Code**: Enter your department’s four-letter code in the box (delete show all). This is also a button*.

* If you click on the white area, it will turn blue. This designates that the item will now be a column in your exported report.

If you cannot get the data you need from InfoPorte, the Registrar’s office is happy to help. Please go to our website and fill out the online form:

[https://registrar.unc.edu/reports/contact-the-registrar-about-student-data/](https://registrar.unc.edu/reports/contact-the-registrar-about-student-data/)
Finding Majors and Minors (Slide 10)

1. Enter your department’s four-letter code in the box
2. Click Advanced
3. Click Academic Career Code
4. Go to the Export Fields section
   a. Click the blue drop down arrow
   b. Click the + beside Academics
   c. Select Major 1 – Minor 2 boxes
5. Click Search
6. After data appears, Click Excel icon
InfoPorte in Plain English
Beth Tanner – Office of the University Registrar
April 11, 2018
This is InfoPorte!
The Big Reveal
All About Buttons
Finding Majors and Minors in a Department

<table>
<thead>
<tr>
<th>Term Enrollment</th>
<th>Degree Candidates</th>
<th>Degree Recipients</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Code From</td>
<td>2018 Spring (2182)</td>
<td>2018 Spring (2182)</td>
<td></td>
</tr>
<tr>
<td>Term Code To</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Academic Plan</td>
<td></td>
<td>(show all)</td>
<td></td>
</tr>
<tr>
<td>2nd Major Academic Plan</td>
<td>AND / OR</td>
<td>(show all)</td>
<td></td>
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<tr>
<td>Person ID</td>
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<tr>
<td>Last, First or First Last or PD</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Academic Organization Code
2. Academic Career Code
3. Academic Group Code
4. Export Fields (6 selected)
5. Search

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL
## Finding Majors and Minors in a Department

**Term Enrollment** | **Degree Candidates** | **Degree Recipients** | **Reports**

**Term Code From** | 2018 Spring (2182) | **Term Code To** | 2018 Spring (2182) | **Major Academic Plan** | (show all) | **Search** | **Clear**

**Student Enroll Status** | Yes | **2nd Major Academic Plan** | AND / OR | (show all) | **Search** | **Advanced**

**Academic Organization Code** | BIOL | **Person Id** | "Last, First" or "First Last" or PID

**Academic Career Code** | (show all) | **Minor1 Academic Plan Code** | **FERPA Flag** | (show all) | (6 selected) | **Export Fields**

**Academic Group Code** | (show all) | **Minor2 Academic Plan Code** | **Honors Code** | (show all)

**Major Academic Program Code** | (show all) | **Start Term Academic Level Code** | **Service Indicator**

**Major Academic Subplan** | (show all) | **Certificate Major Plan Code** | **Service Indicator Impact** | (show all)

**NC IPEDS Ethnicity** | (show all)

Show 25 entries | Showing 1 to 25 of 2,694 entries

<table>
<thead>
<tr>
<th>Term Code</th>
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<th>PID</th>
<th>Name</th>
<th>Business E-mail</th>
<th>Home Phone</th>
<th>Cum. Units</th>
<th>Acad Group Code</th>
<th>Maj Acad Plan Desc</th>
<th>Academic Organization Code</th>
<th>Academic Career Code</th>
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<td>CAS</td>
<td>Biology (BS)</td>
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<td>UGRD</td>
</tr>
</tbody>
</table>

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Finding Majors and Minors in a Department

Confirm

You are about to download information which may be subject to restrictions under the Family Educational Rights and Privacy Act (FERPA). If you have not completed FERPA training, please cancel this download and tell your supervisor that your Infoporte abilities need to be modified.

Would you like to proceed with this download?

Cancel
Confirm
Finding Majors and Minors in a Department

Opening Term Enrollment 2018-04-10.xls

You have chosen to open:

Term Enrollment 2018-04-10.xls
which is: Microsoft Excel 97-2003 Worksheet
from: https://infoporte.unc.edu

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.
Finding Majors and Minors in a Department

Microsoft Excel

The file format and extension of 'Term Enrollment 2018-04-10.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes  No  Help
## Finding Majors and Minors in a Department

### Form Fields:

1. **Term Code From:**
   - 2018 Spring (2182)
2. **Term Code To:**
   - 2018 Spring (2182)
3. **Major Academic Plan:**
   - (show all)
4. **2nd Major Academic Plan:**
   - (show all)
5. **Search:**
   - Advanced

**Note:**
- **Export Fields:** (show all)
- **NC IPEDS Ethnicity:** (show all)
- **Honors Code:** (show all)
- **Service Indicator Impact:** (show all)
- **Service Indicator:**
- **Certificate:**
Please complete this form in **Internet Explorer 8 or later**. You may have issues completing the form using other web browsers.

---

**Request for the Release of Student Data**

This form is for the purpose of internal institutional data requests. All requests will be reviewed by the Office of the University Registrar. If approved, the data will be emailed to the requestor in an excel file unless otherwise specified.

<table>
<thead>
<tr>
<th>Are you a Student or Faculty/Staff:</th>
<th>Faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
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</tr>
<tr>
<td><strong>Phone:</strong></td>
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<tr>
<td><strong>Department:</strong></td>
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<tr>
<td><strong>Date Requested:</strong></td>
<td>4/10/2018</td>
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</tbody>
</table>