## **How to Access Admission Reports**

We've changed how you access the admission reports to make it easier for you.

- Reports will be automatically run by our portal every Sunday, beginning from April 1<sup>st</sup>, 2025 through September 30, 2025.
- 2. Reports will be sent by email as a .csv file to the primary contact for each academic program. You will not need to log into the OISS portal to access reports.
- 3. Reports will be sent on the weekly schedule and cannot be accessed on-demand.
- 4. If you are a new program contact or have never accessed the OISS portal, please provide us with the following information. We will update the report settings to make sure you receive it.

First Name: Last Name: NetID: Email address:

5. If you are not interested in receiving the report or prefer that someone else has access to it instead of or in addition to you, please contact us at intoff@northwestern.edu so that the report can be updated. If requesting to add an additional contact to the report, please provide the person's first and last name, NetID, and email address.