

Procedure to Request Informer Reports:

Many administrative units currently use Informer reports to access Ellucian Colleague (Datetel) data.

To request a new report or modification of an existing report, please follow the following procedure:

- Before requesting a new report, review existing reports to determine whether changing a parameter or adding a column field on an existing report would address your needs. If an existing report could be modified but you are not able to do so, include the name of the report in your request.
- Reports should normally be requested by the director of the administrative unit.
- Reports should be requested through the ITS Help Desk (helpdesk@stu.ca).
- Your request should include a clear description of the purpose of the report, including the expected user input(s) and the output columns.
- Please note that if the report is to be used only to create a “one-time” data extract that will not be repeated, ITS will create a data extract rather than a report.

Directors can request access to Informer for their staff using the [Data System Staff Access Request Form](#).