Quick Reference Card – Student Lifecycle Management
Accessing EOT Reports

IRIS
Integrated Resource
Information System

Process: Reports are generated at the end of each academic session. They are saved on the portal for colleges to access. There are four individual folders for each college: Course Distribution, End of Term, Grades and Miscellaneous.

Note: The reports are available as Read Only and are saved in Excel, version 97-2003.

Role: Authorized Users	**Frequency:** End of Term

Enter myUK Portal

On UK's home page, click on **Link Blue**
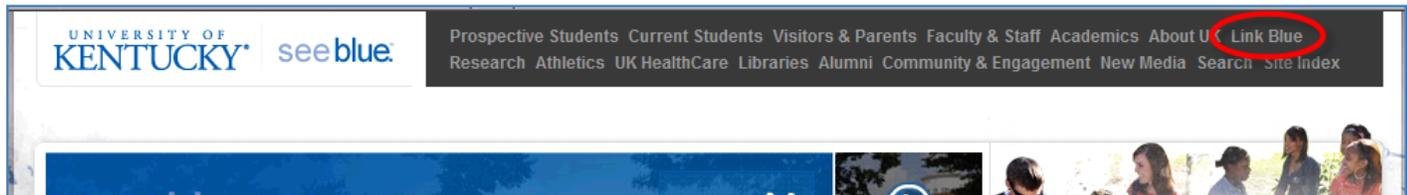
Click **myUK**	
Enter your link blue **User ID** and **Password**	
Click **Sign On**	

The **myUK** welcome page will display

Note: Your login screen may look different than this screenshot, depending on your access
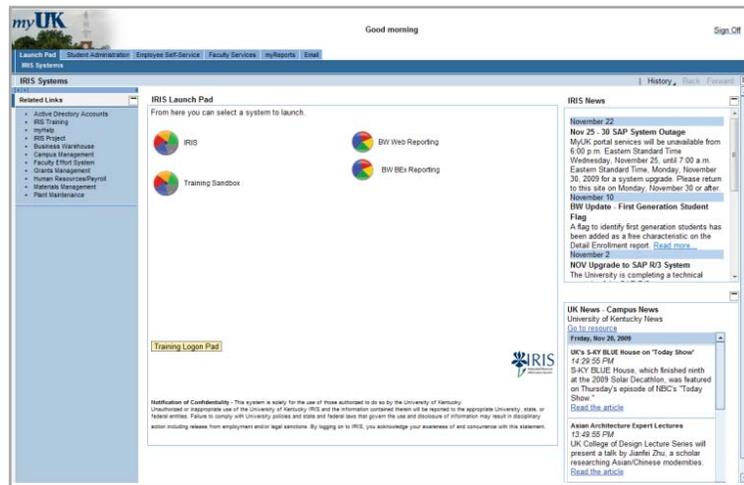
Navigate to Reports

Click the **Student Administration** tab	
Click **Administrative Services**	
Select **College Reports**	
Select the appropriate college. The list will differ depending on your level of access.	

Each college has four folders including: **Course Distribution, End of Term, Grades and Miscellaneous**. **Note**: Misc includes Eligible for Suspension reports.	**College Reports** 📁 Reports > Agriculture 　　Name ⬆ 📁 AG Cou Dist 📁 AG EOT 📁 AG Grades 📁 Misc Rpts
Select the individual report	📊 2010010EOT_REPORTS_ACAD_20091224AG.xls 📊 2010010EOT_REPORTS_DEANSLIST_20091224AG.xls 📊 2010010EOT_REPORTS_ENROLLED_20091224AG.xls
Select **Open** to access the file	**File Download** Do you want to open or save this file? Name: 2010010EOT_REPORTS_ACAD_20091224AG.xls Type: Microsoft Office Excel 97-2003 Worksheet From: myuk.uky.edu [Open] [Save] [Cancel]
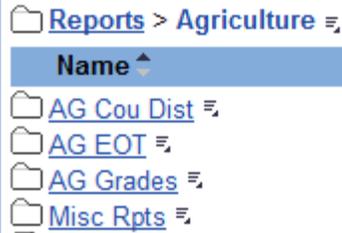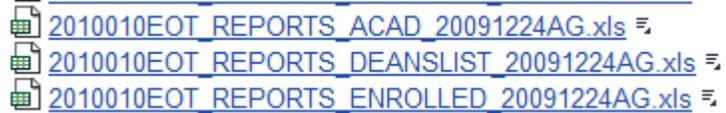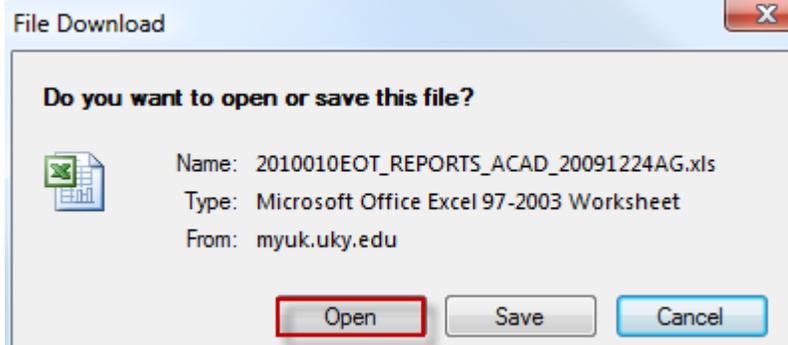
Note:

The reports are saved in Excel using the version 97-2003. All reports are available as **Read Only** and may not be updated.

Sign Off the Portal

To exit the portal, click **Sign Off** in the upper-right corner of the portal screen	Sign Off