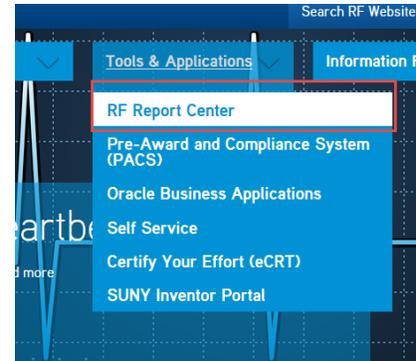
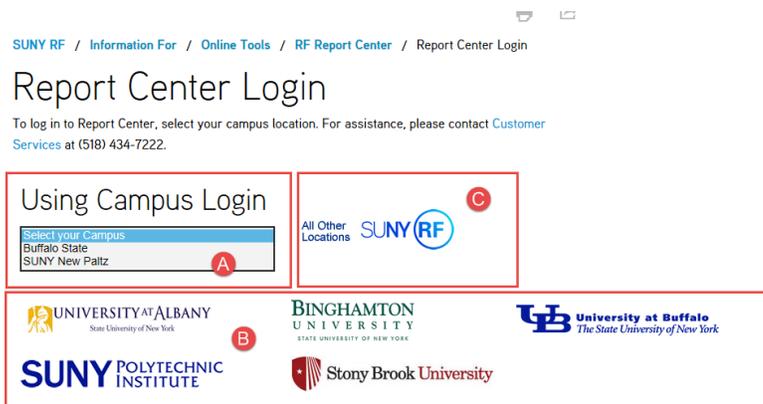


## How to Access the RF Report Center

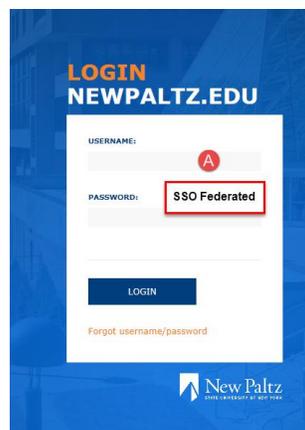
1. To access the **RF Report Center**, click on Tools and Applications > RF Report Center as shown below.



2. Based on your campus credentials, there are three ways to access the Report Center.



A. **SSO Federated** – Campuses that are using SSO Federated will click on the drop-down list and choose their campus location. The next window will be your campus sign on screen. Sign on using your campus user credentials.



- B. **In-Common** – Campuses that are using In-Common will access the Report Center by clicking on your campus logo. The next window will be your campus sign on screen. Sign on using your campus user credentials.

Check Browser | Password Set/Reset | Need Help? | Scheduled Maintenance

- C. **Portal Access** – All other campuses that are not using In-Common or SSO Federated, will click on All Other Locations. The next window will be the sign on screen. Sign on using your portal user credentials.

> [Forgot your password?](#)  
> [Problems logging in? Contact Customer Services at \(518\) 434-7222.](#)