Login Procedure for Accessing Crystal Reports/ Establishing Open Database Connectivity (ODBC)

These instructions apply only to Banner users who use Crystal Reports for reporting needs.

Mid-2018, CITS implemented a new login procedure for those users who run SIMS (Crystal/Access) reports. This change requires users to possess a separate username that will only be used to access SIMS reports. Though you will have a separate username for accessing SIMS reports, your password for SIMS reports will match your UMID password.

Before you use your SIMS reporting username for the first time, you will be required to verify that your UMID password is synchronized with the password used for accessing reports. You can synchronize/validate your password by logging into the UMB Account Management site (https://directory.umaryland.edu) to determine if your UMID password passes the requirements for special characters. If it does not, you will be instructed to change it. Once you have validated your password, you should be ready to access SIMS reports. If the system requires you to change your password, please note you will need to restart your PC before attempting to access SIMS reports.

Let's use the example of Sally Sampler, a UMB employee, who has access to SIMS as well as SIMS reports. Sally's UMID is `ssampler` and her password is `pass1$word`. Since Sally is a reporting user, she has also been assigned `SSAMPLER_RPTS` as her username for accessing SIMS reports. Before she can attempt to access SIMS reports, Sally must visit https://directory.umaryland.edu to validate her password in order to access reports. Once Sally completes this process, her UMID password and SIMS reports password should be synchronized, and she can login to access reports. To summarize, Sally will possess two usernames, but they will both share the same password of `pass1$word`. Sally will have her UMID username (`ssampler`) which is for workstation logins, Eduroam, UMB portal, email, etc., and she will have her SIMS reporting username (`SSAMPLER_RPTS`), which is only to be used to access SIMS reports.

If you have any questions or encounter difficulty accessing (Crystal/Access) Reports, contact the SIMS team at SIMSAdmin@umaryland.edu

If you have password problems, contact the CITS Help Desk at help@umaryland.edu

Once you have validated/synchronized your password as described on Page 1 of this document, you can access Crystal Reports.

STEP 1

Navigate to your Crystal Reports folder on your PC.

If you do not have a Crystal Reports folder on your PC, you should contact your IT desktop support team for assistance. If further help is needed, please contact the CITS Help Desk at help@umaryland.edu or 410-706-4357.

STEP 2

Double-click on a Crystal Report that you would like to run.

STEP 3

After a brief moment, you should be presented with the following window. Click *Print* to proceed with executing the report and wait for the next step.
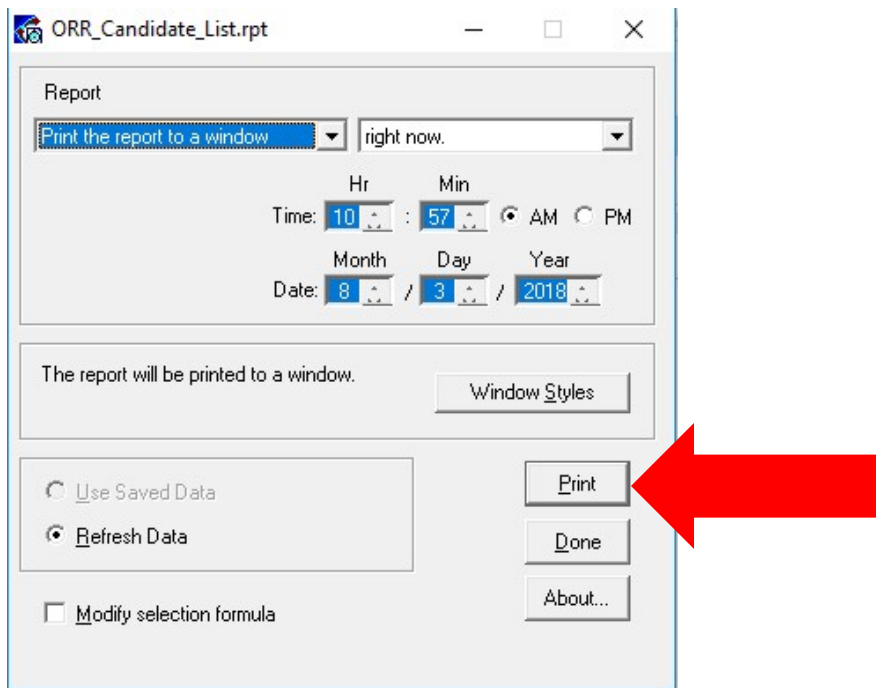
STEP 4

After a brief moment, you should be presented with a login prompt. The *Server* field should be prepopulated; the *Database* field should remain blank. The User Name will be your current UMID immediately followed by **_RPTS**. For example:

Name:	Sally Sampler
UMID:	ssampler
User Name:	SSAMPLER_RPTS
Password:	Same password used to login to the UMB portal/directory