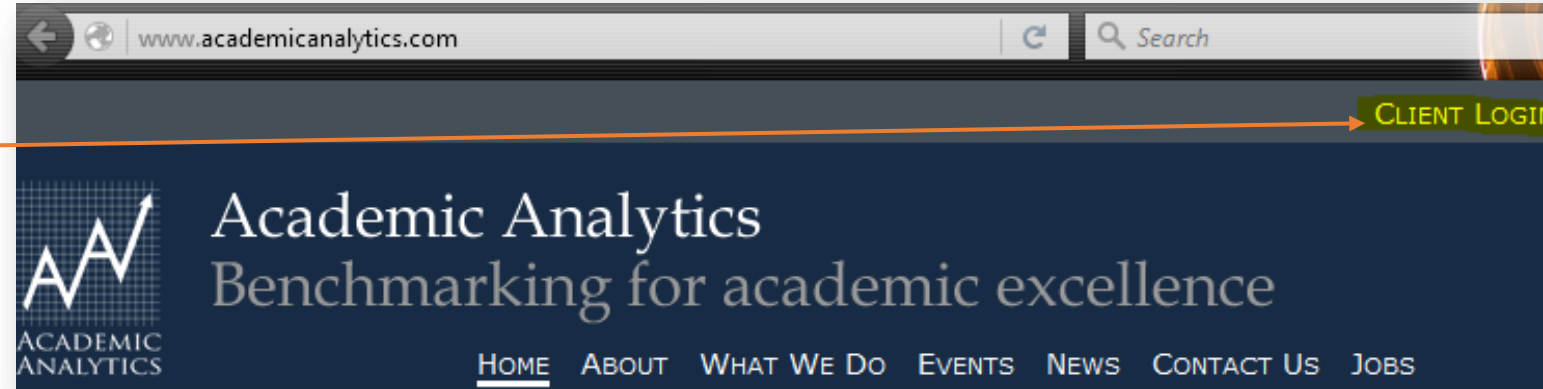


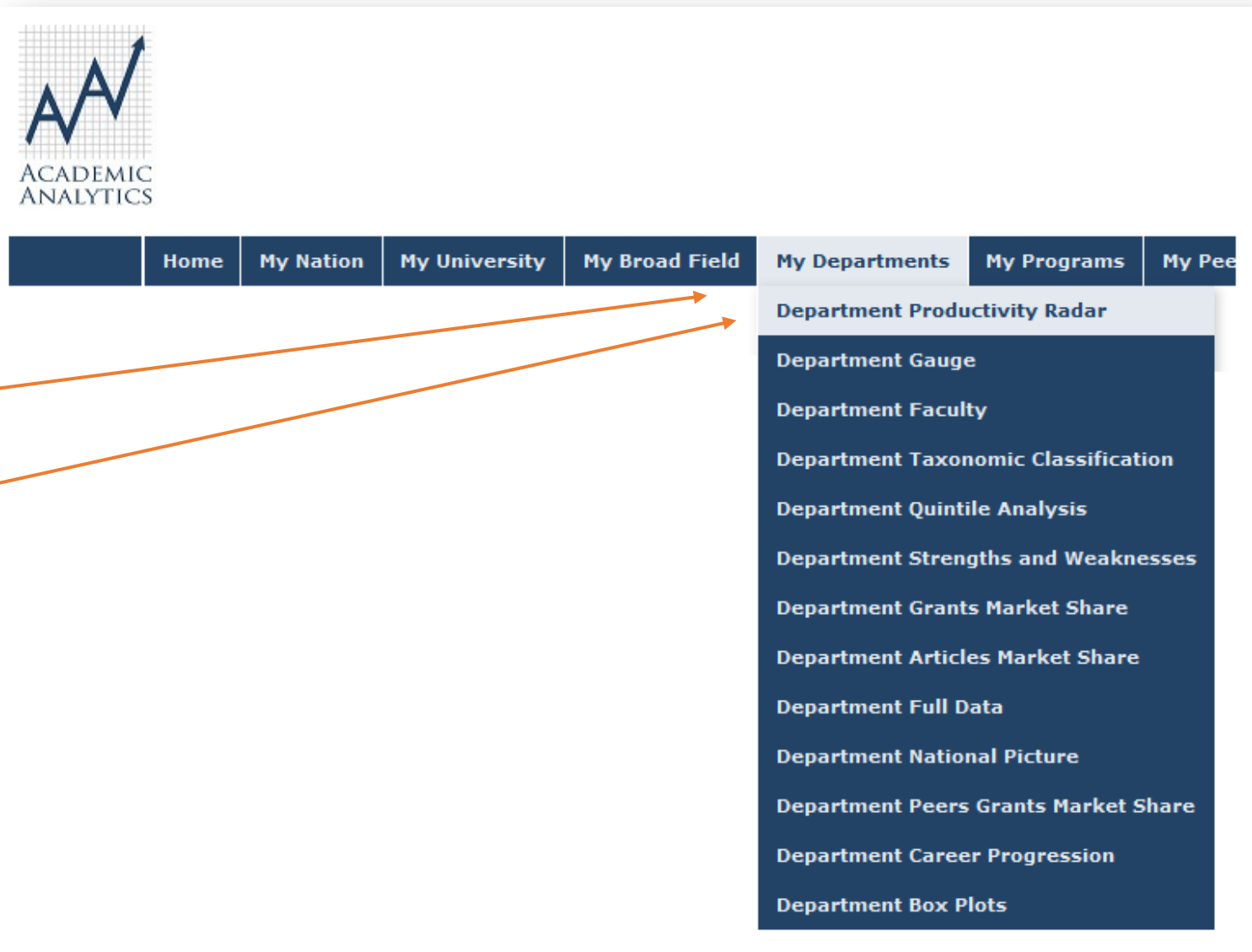
# Academic Analytics Instructions - How to Access and Print for Budget Planning Process 16-17

Step 1 Go to AA Webpage <http://www.academicanalytics.com/>

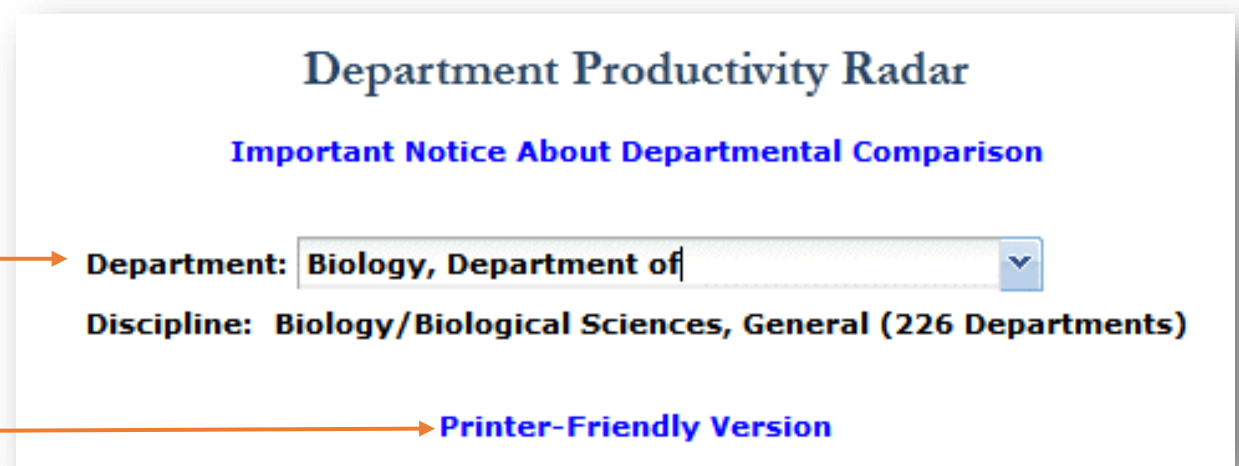
Step 2 Click on "Client Login"



Step 3 Enter AA Username  
Enter AA Password  
(Not CIS U&P - See Note 2 Below)



Step 4 Click on "My Departments"  
When Menu Opens  
Click on "Department Productivity Radar"

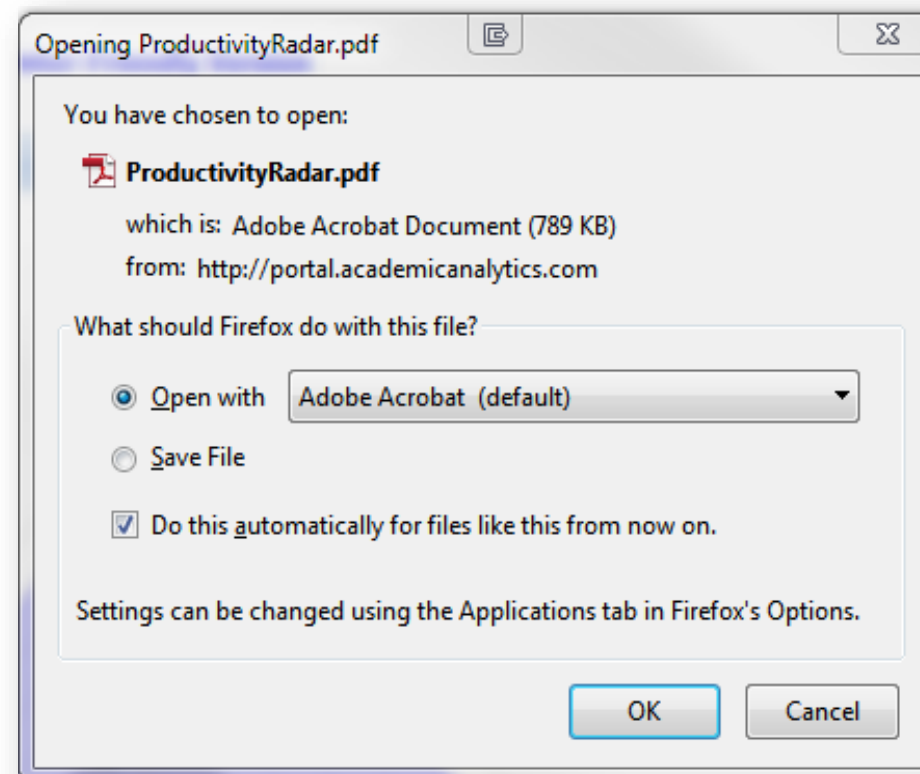


Step 5 Select your Department  
from the Dropdown Menu

Step 6 Click on "Printer-Friendly Version"  
link under Department Selector



Step 7 Choose to Open, Save or Print the PDF file that is generated



## A Few Important Notes About Accessing Academic Analytics

Note 1 - Who has access?

Every college should have at least one user who signed up to access Academic Analytics. Most of the time it is the Dean, Associate Deans of Research and the Department Heads.

Note 2 - Forgot your username or password to Academic Analytics?

The username and password used to login into the Academic Analytic site is not the same as the CIS username and password. If you have forgotten what they are, you will need to contact Mark Winter (mark.winter@utah.edu) at IDMV and he will assist you to retrieve that information.