








Vista Login:

1. URL: <https://myreports.bc.edu>
2. Enter your BC Username and Password

Browse Reports:

1. Click 
2. Select the appropriate folder Ex:  FN_BCGLR014AY
3. Select the appropriate report  FN_BCGLR014AY (2 Generations )
 - a.  FN_BCGLR014AY Returns the most recent closed month
 - b.  (2 Generations ) Displays prior months


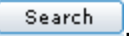
Print Reports:

1. Display report
2. Click 
3. Select **All** or specific pages






Page range:
 All
 Pages:

4. Click 
5. Click Print 

Create Sub-Report:

1. Click 
2. Click [Options >>](#)
3. Select Extract Sub-report:
4. Enter **Text** or **Index** search
5. Click 

Create Favorite:

1. Select 
2. Select appropriate folder  FN_BCGLR014AY
3. Select  to the left of the report   FN_BCGLR007AY
4. Select [Edit Favorite Status](#)
5. Select List on My Vista , then select 