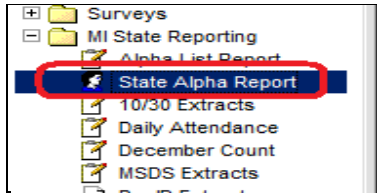


## TEMPORARY STATE ALPHA REPORT

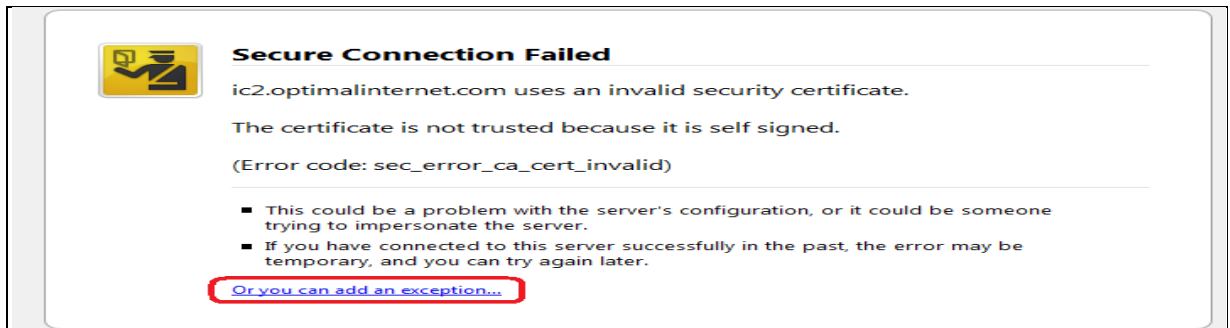
1. Go to Index >MI State Reporting>State Alpha Report. It will take a minute for the next screen to appear.

(We made the ICON different than the other icons so it would be obvious which report you want, the one that looks different than the rest.)



The first time you click on this report you will get a CERTIFICATE ERROR. Each browser type (i.e. Internet Explorer, FireFox, Safari) will be slightly different. Your basic goal is to get the certificate installed. Below is the setup for using FireFox.

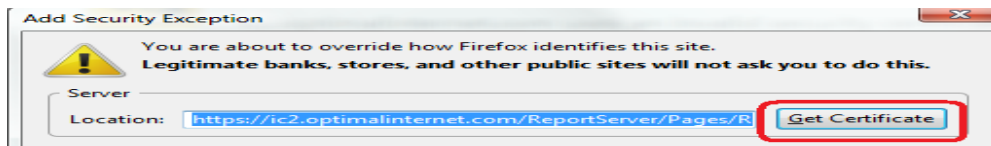
- a. A certificate error will appear on the screen as shown below:



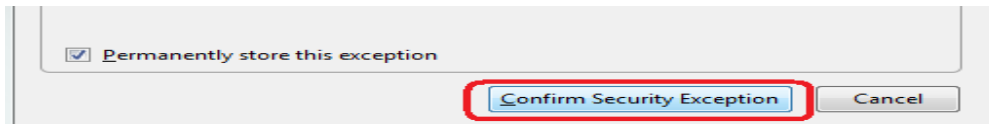
- b. Click on 'OR YOU CAN ADD AN EXCEPTION' as shown circled in red above.
- c. Click on the 'ADD EXCEPTION' button.



- d. Click on the 'GET CERTIFICATE' button.



- e. Click on the 'CONFIRM SECURITY CERTIFICATE' button.



2. A logon screen will appear. This 'STATE ALPHA LIST' is actually taking you to another server to generate the report so you will need to sign on to generate the report:

Username: WSSBC

Password: lgx9zz4d

- 3.) From the dropdown lists choose your school(s), the Count Day, and whether you want to Display grade summary.
- 4.) Click the 'VIEW REPORT' button.
- 5.) The report will appear in view mode with an option as to how you would like to print the report. From the dropdown menu select your preference (most will want the Acrobat (PDF) file, and then click on the 'EXPORT' button.

NOTE: This report will show all the exited students from the year, not just this count.