OIRP recommends and supports **Internet Explorer (IE)**.

https://demisweb2.ku.edu/SASLogon

Log in using your KU Online ID (the same as your KU Outlook Email)

1) Your DEMIS Portal will default to displaying the **General** tab. The information on this tab provides a variety of user documentation, user agreement information, and links to other helpful websites. There is also a **Help** link at the top-right corner of the browser window that goes into more in-depth detail about the SAS system.
Next to the **General** tab, you will see other tabs for which you have been given access to view and/or download information.

2) Click on the **Student Admin** tab to locate *Daily Enrolled Students by Plans* and the *Census Enrolled Students by Semester and Plans* reports. They are located under the heading **Student Records**. You can access each report by clicking on the title of the report you choose to review.

The system will begin generating up-to-date reports. It may take a minute for each table to populate. The data is based on the previous day’s Enroll & Pay information.
3) You can see that the system is continuing to process even after the ‘Please Wait’ message has been replaced by a window displaying some data. Wait for the animated ‘Processing’ icon at the top-right of your browser window to disappear.

4) If you try to select data from the table before it the system is finished processing, you may get the following error.

Often times you can simply return to the previous page and regenerate the same request (clicking the same link). Again, remember to allow the system to finish processing before trying to access data.
Once you are in the report, you will see a navigation bar, small windows down the left hand side of the largest browser window, and a larger window displaying the information you are attempting to access.

5) ‘<<’ - Collapses or expands the Data Sections or Table of Contents when more room is needed to view data requested. You can allow more browser window space by collapsing the panel.
Daily Enrolled Students by Plans/Census Enrolled Students by Semester and Plans

Keep in mind these reports are populated from Enroll & Pay Student Records information. The beginning and end of terms are also managed based on Enroll & Pay term dates.

These reports are based on enrolled students. Once a student is enrolled for a term available in the report, they will begin showing in the table.

Just beneath the links provided to access the Reports will also display the term for which the data includes. In the example below, the link was accessed Sept. 2013 so the description below the link clarifies that the data included in the report is specifically for Summer and Fall 2013. There may be points between semesters, when the reports may not include the data you are looking for.

6) By default, a table displaying data for the particular information for which you have been given access displays. This table includes the number of students by major, % of majors within the department, semester totals and average hours enrolled.

7) To get a report of ALL enrolled students within a department, and not by major, minor or degree, click on the link directly above the table displaying the name of the Department. In the example above it is ‘Department: AAAS African/African Amer Stds’.
Counts of Enrolled Students from Current Semesters

Source: SARDS Daily extract.
Click on a Semester's data cell to list the students

<table>
<thead>
<tr>
<th>Year and Semester: 4129–2012 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Group: 1) Liberal Arts &amp; Sci Undergraduate</td>
</tr>
<tr>
<td>Department: AAAS African/African Amer Stds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acad Plan</th>
<th>Major Count</th>
<th>% of Department Majors</th>
<th>Semester Total Hours</th>
<th>% of Total Hours of Majors</th>
<th>Average Hours Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afr &amp; Afr-Amer Studies BA</td>
<td>23</td>
<td>38.98%</td>
<td>285.0</td>
<td>39.04%</td>
<td>12.4</td>
</tr>
<tr>
<td>Afr &amp; Afr-Amer Studies BGS</td>
<td>16</td>
<td>27.12%</td>
<td>190.0</td>
<td>26.03%</td>
<td>11.9</td>
</tr>
<tr>
<td>African &amp; Afr-Amer Std MINOR</td>
<td>20</td>
<td>33.90%</td>
<td>255.0</td>
<td>34.93%</td>
<td>12.8</td>
</tr>
<tr>
<td>Total</td>
<td>59</td>
<td>100.00%</td>
<td>730.0</td>
<td>100.00%</td>
<td>12.4</td>
</tr>
</tbody>
</table>

8) If you click on any number within the Department report, you will get specific information regarding the students included in the count.
9) **Sorting** – Right click on the table **header column** for which you want to sort. You can sort by ascending or descending.

![Sorting example](image)

10) **Filtering / Ranking** – Right click on the table column (not the header) and select ‘Filter and Rank’. After doing so, you can change the order of the filters you have already selected.
a) In the example below, you select the Data Item you wish to filter on, click the Filter option under Type and type in the exact value you wish to filter on down under Type a value to add. We used AAASA-BA. Be sure to click the arrow button to move the value you’ve chosen over to the Selected Values box. After selecting your values, click OK.
b) You can remove your filter(s) by returning to the **Filter and Rank** menu. You will see that the date items you’ve chosen to filter on now show a blue funnel icon next to them. By selecting the Data Item you wish to remove and changing the **Type** from ‘Filter’ to ‘No filter’ and pushing the **OK** button, your data will no longer reflect this filter.
11) You can return to the default table displaying your original data by clicking on the link just below the tool bar.

### SIS Daily Student Listing

**File**  **View**  **Data** ![Return to previous report: Daily Enrolled Students by Plans](https://example.com)

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**KU**

**THE UNIVERSITY OF KANSAS**

**SIS Daily Listing of Enrolled Students in Major**

Source: Daily SARDS extract.

**Year and Semester:** 4139–2013 Fall

**Students with an Academic Plan of Afr & Afr-Amer StudiesBA**

Data as of 26SEP13

<table>
<thead>
<tr>
<th>Name</th>
<th>Empid</th>
<th>Gender</th>
<th>Ethnic Group</th>
<th>FERPA Restrict?</th>
<th>Acad Plan Cd</th>
<th>Address Type</th>
<th>Address1</th>
<th>Address2</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14905</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Printing:

Recommend downloading the data to Excel and then printing.

12) However, printing to a PDF is another option. You can print to a PDF by going to File in the toolbar and clicking the Print menu item. Click on the Print to PDF button.
IMPORTANT!!

13) **Do NOT** click on the following Export icon located in the same tool bar as File.

14) **Do NOT** choose to the Export menu item under the File menu.
Export to Excel:

15) **DO** right click on your data table (not in the header) and click on **Export Table** as seen in image below. This will allow you to export the data within the report to an Excel spreadsheet.
Select **Save as** and rename the file to a name of your choice while also saving it to a secure drive. Do not save FERPA protected data to your hard drive. Please see more specific procedures laid out by that policy at this website:

https://documents.ku.edu/policies/IT/DataClassificationandHandlingProceduresGuide.htm