## How To: Request a BlueForms Report

NOTE: *For BlueForms requests, this ticketing process will replace emailed requests sent to* blueforms@coloradocollege.edu. *Should there be an email submission, the BlueForms team will* <u>NOT</u> *honor that request.* <mark><u>THE REQUIRED INFORMATION DETAILING YOUR REPORT NEEDS IS STILL VALID AND NEEDED FOR PROPER SUBMISSION!</u></mark> *See the last page for additional important information.*

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1. Go to the Colorado College **Sign Into CC** webpage.

2. Click **IT Help Request**.
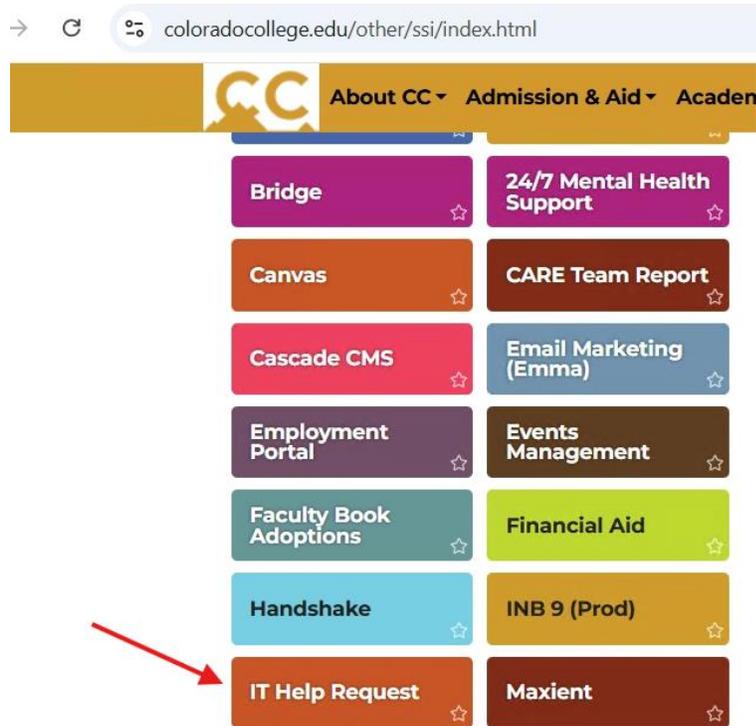
3. In the green tab/middle option of the three blocks shown, click the button that says, "**Request a service**".
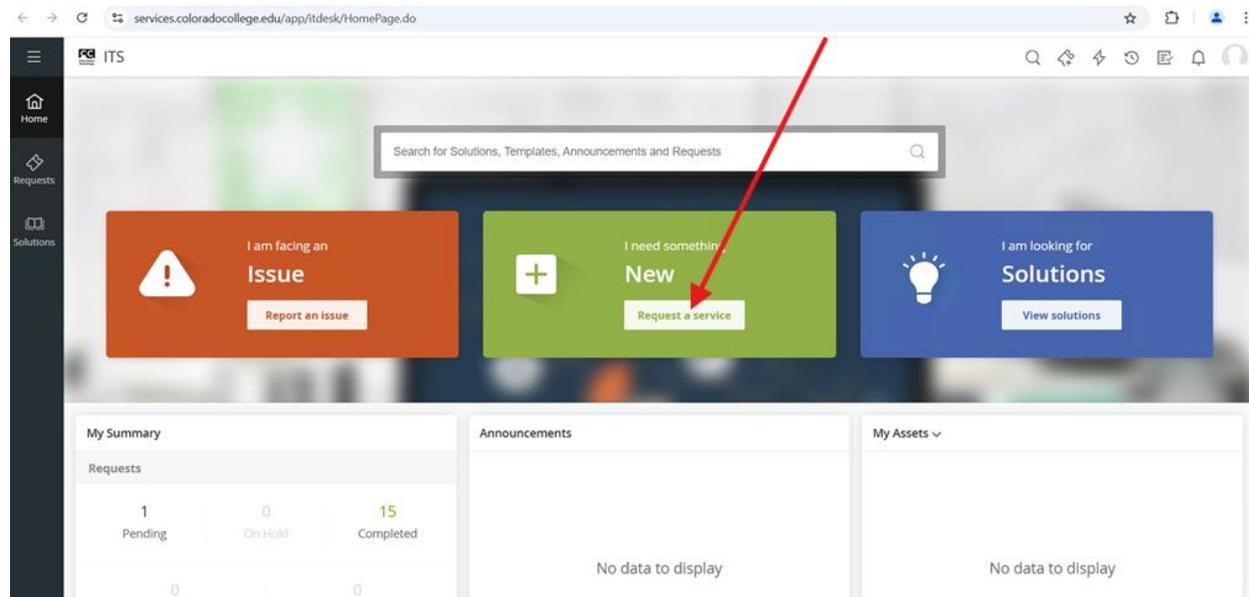
4. Click **Business & Data Solutions** on the left tab, then click **Data Request (Blue Forms)**.
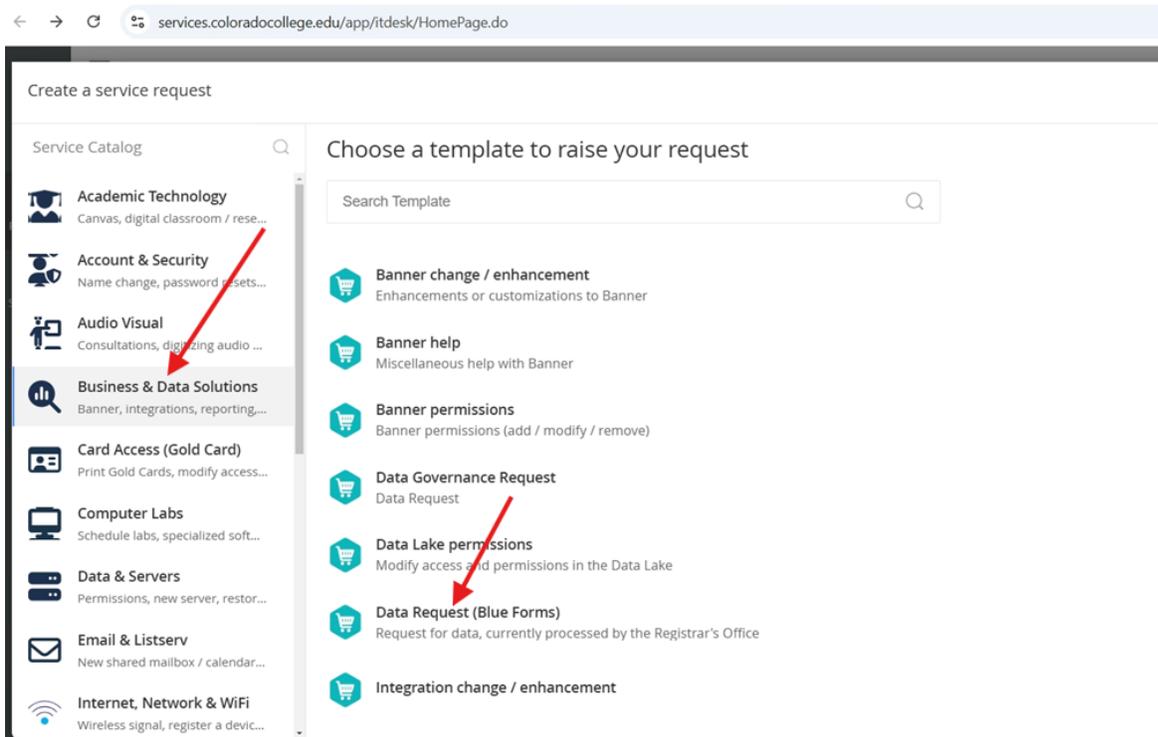
5. Fill out the designated fields below and, optionally, add any supporting documents on this screen; when you're ready to submit your request, click **Add Request**. Blue Forms will take it from there!
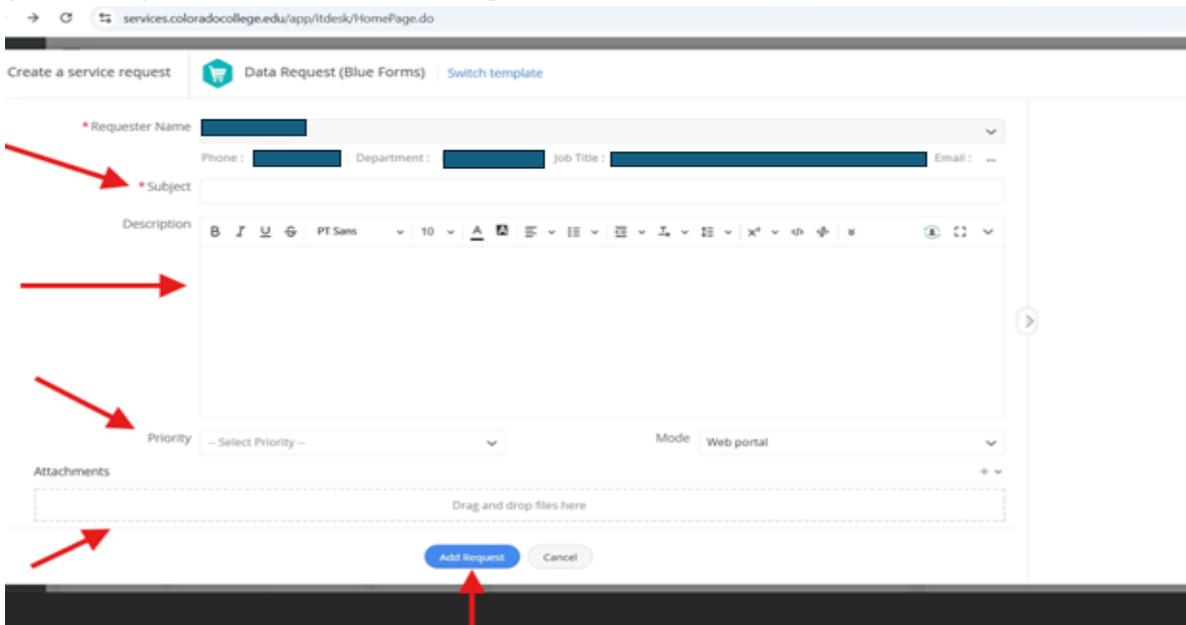
REMINDER: Information Needed to Submit a Blue Forms Request

*If you are in need of data about **current** CC students, courses, or current faculty assignments, you have come to the right place! Please submit a ticket through the **IT Help Request** button on the **Sign Into CC** page.*

To best process your request, please include the following:

1. ***Provide a brief one-line description of your request** (Subject). For example, Current Chemistry Majors.*
2. ***Who/what do you want in your output list** (Population)? Please be as specific as you can so we can pull the correct students, courses, and/or faculty. For example: Current students who have declared a Chemistry major and have taken CH250.*
   *NOTE: BlueForms pulls current CC student, course, or faculty assignment data. For past/alumni data, please reach out to Advancement.
3. ***What do you want to know about your population** (Details)? Please be as specific as you can so we can pull the complete information, as there is no default set of information for any group. For an example request: Student ID, student name, class, expected graduation year.*
4. ***Why do you want this list** (Purpose)? This is needed, for when the output includes contact information about students or faculty, to get permission to release the details of your population from the Registrar.*

Your request will be processed on a first-come, first-served basis. We will reach out to you if there are any questions. Depending on your request, we should have results to you within 2-3 business days. More complex requests may take longer. Thank you for your understanding and patience!

NOTE**: If you need information about past students, please create a ticket with the Advancement Office**.