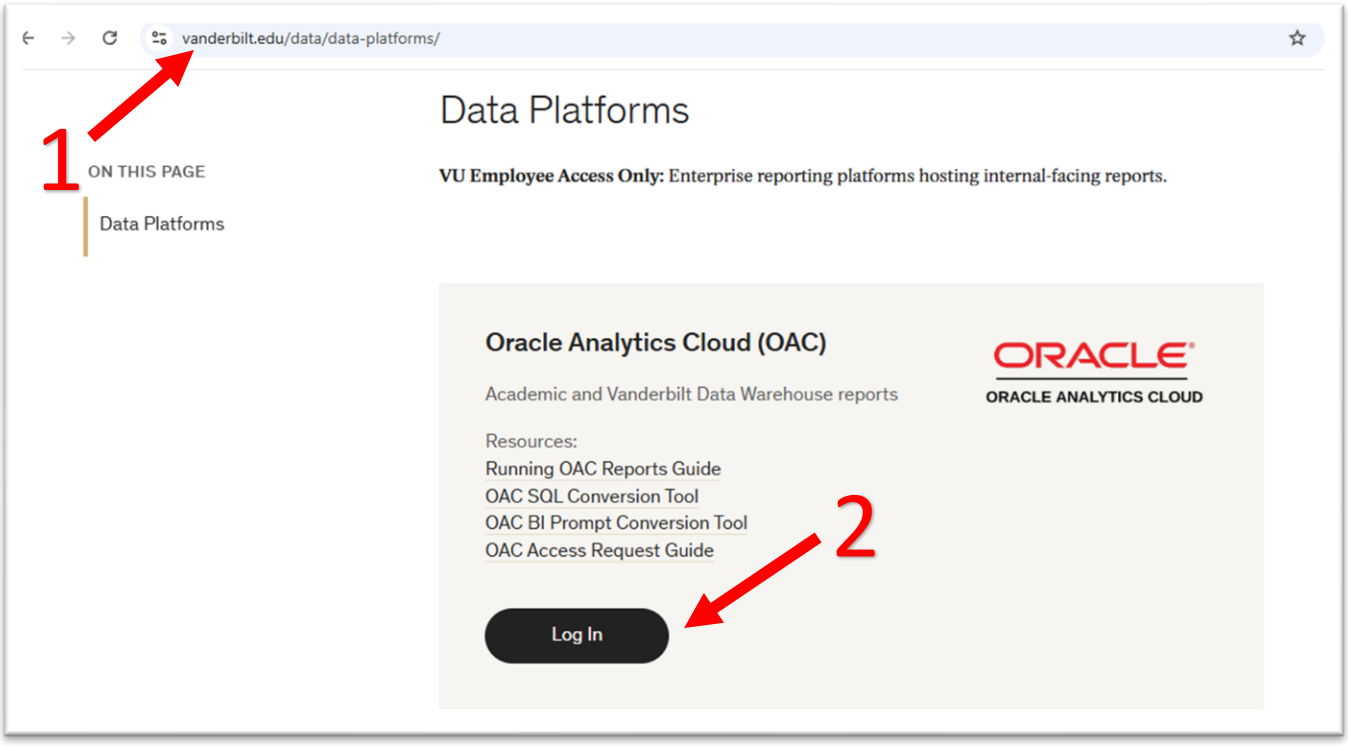
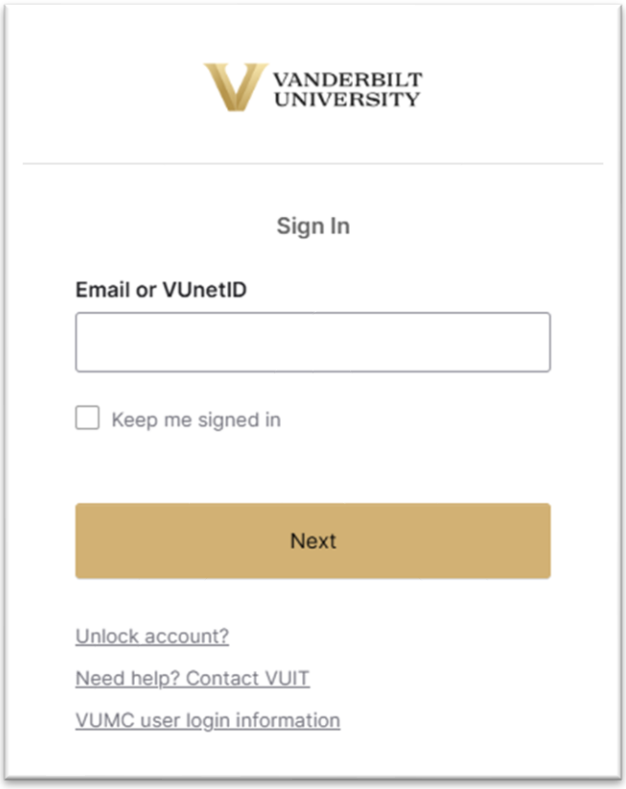
Guide for Running OAC Reports

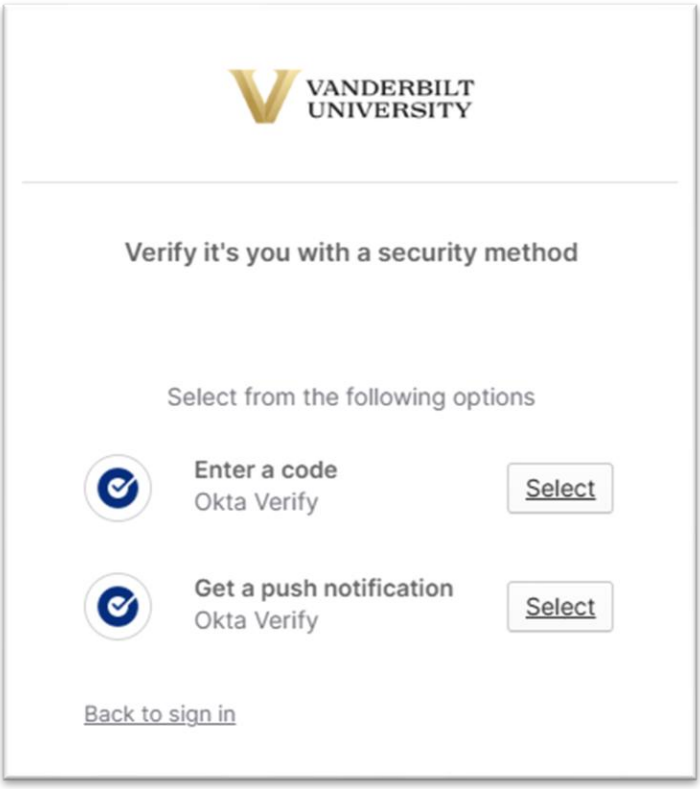
1. Go to https://www.vanderbilt.edu/data/data-platforms/ in your web browser.
2. Click on the Log In icon in the Oracle Analytics Cloud (OAC) section.



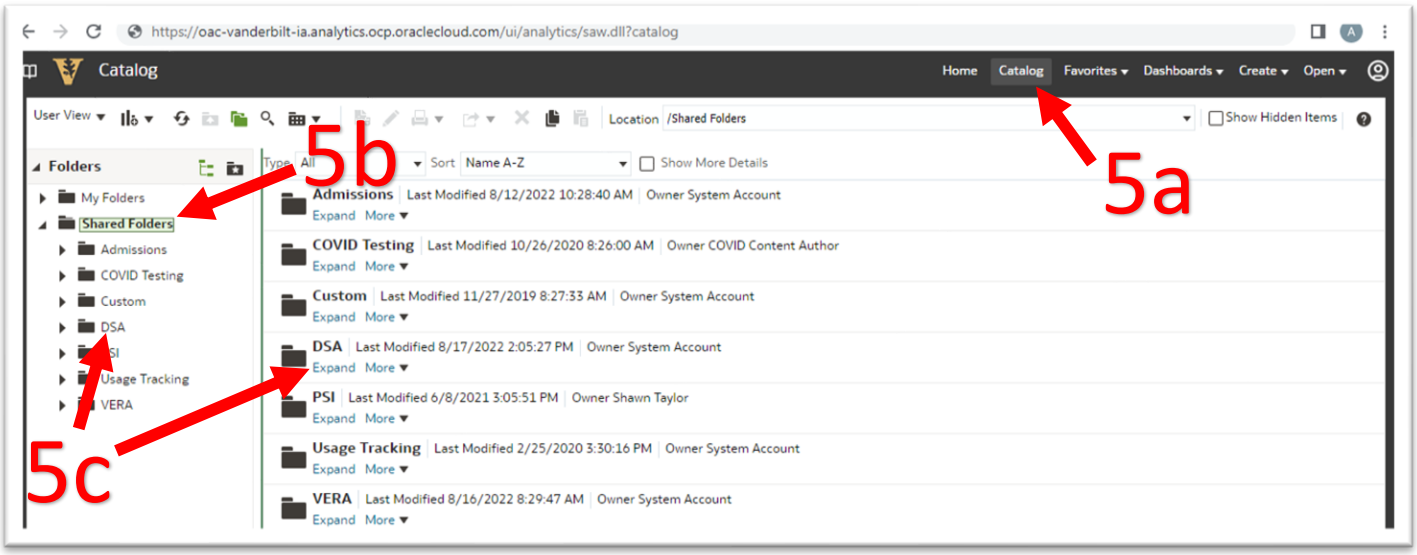
3. You will be redirected to the following page where you will use the "**OneVU**" option to sign in.
   Do not use the Oracle Cloud Account Sign In area at the top.
   a. You may be required to provide Multi-Factor Authentication in order to sign in.
   b. If not set up already, directions for setting up Multi-Factor Authentication can be found at the following link:
   it.vanderbilt.edu/services/catalog/security/identity_and_access_management/Multi_Factor_Authentication.php

4. You will be asked to sign in using your Username (VUNet ID) and password, as shown below, and then you will be asked for your Multi-Factor Authentication, which should have been set up in step 3.

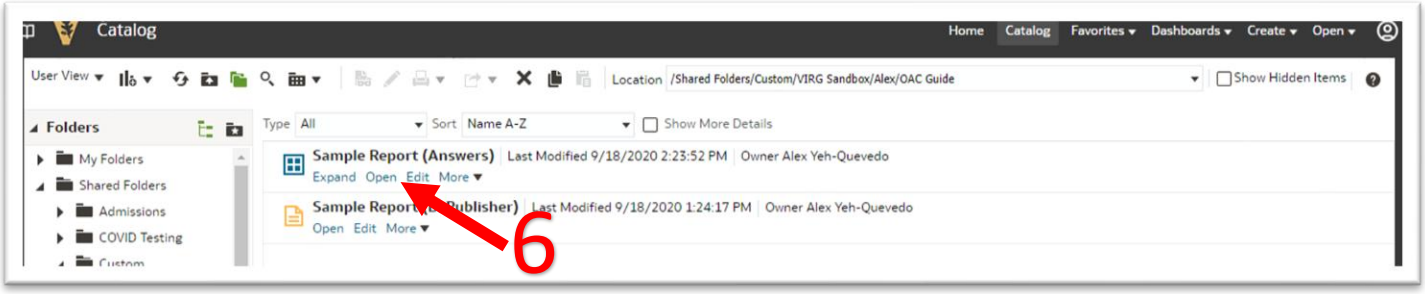




5. Once logged in, you will be redirected to the Home Page of OAC. This is **not** where reports live.
   a. Find reports by navigating to the **Catalog** tab, which you can then add to your Internet Browser's bookmarks/favorites list for quicker access in the future.
   b. By clicking on the "**Shared Folders**" in the left-hand panel, you can view all folders you have access to.
   c. You can expand folder contents by clicking on a folder name in the left-hand panel, double clicking on a folder name in the right-hand panel, or by clicking on the "**Expand**" option beneath the folder name in the right-hand panel.



6. Click "**Open**" to run a report.
   - Answers ( ) reports sort A-Z at the top of the report list.
   - BI Publisher ( ) reports sort A-Z at the bottom of the report list.



Answers ( ) Reports

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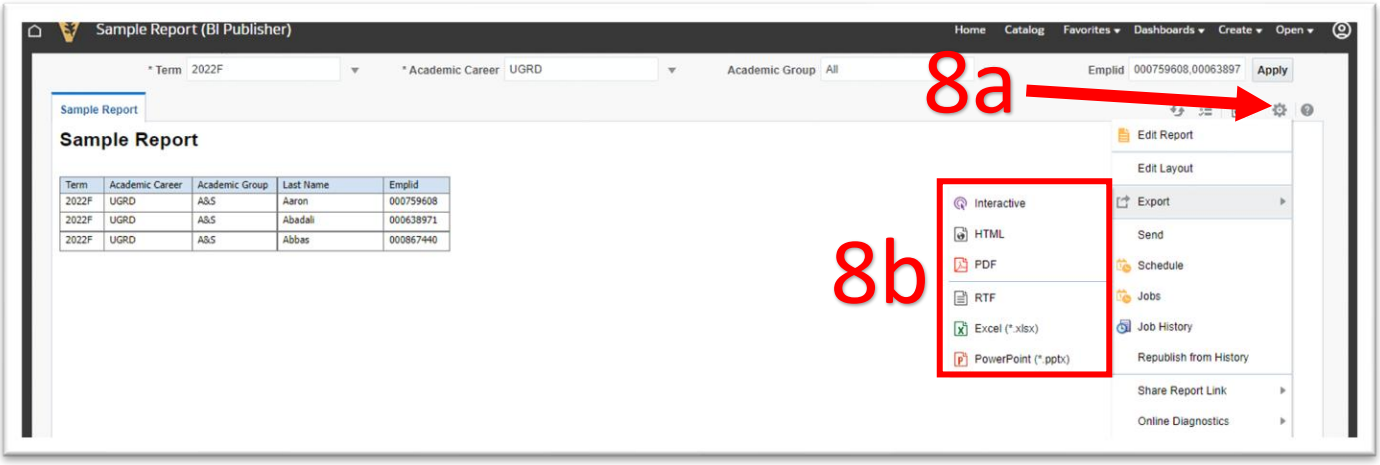
8. **Data Exporting Options**

a. Click on the gear for Printing and Exporting options.

b. Find export options by hovering over the "**Export**" option.