## How to run the Position Management Departmental Report

1. Log in to WebFOCUS. https://banweb.mtu.edu/ibi\_apps/signin

- > C	企	https://	banweb.m	tu.edu/ibi_	_apps/	'signin										07	*
Apps 🙍	Michiga	in Technologi	🖞 MTU	People Adn	min 🧯	Sterling	Talent Solut	ß	LawRoom: Lo	gin 🗋	) Michigan	Tech Online	1	Diversity Literacy Wo	20		Oth
🛃 Mi	chiga	Tech															
1111	omga																
							Ruci	nor	e Inte	Ilia	onco	Port					
							Busi	nes	ss Inte	llig	ence	Port	tal				
							Busi	nes	ss Inte	llig	ence	Port	tal				
							Busi	nes	<b>ss Inte</b> name	llig	ence	Port	tal				
							Busi	nes Userr blizz	<b>ss Inte</b> name ardthusky	llig	ence	Port	tal				
							Busi	nes Userr blizz	name ardthusky	llig	ence	Port	tal				
							Busi	nes Userr blizz ISO F	name ardthusky Password	llig	ence	Port	tal				
							Busi	nes Userr blizz ISO F	name ardthusky Password	llig	ence	Port	tal				
							Busi	nes Userr blizz ISO F	name ardthusky Password	llig	ence	Port	tal				
							Busi	nes Userr blizz ISO F	name ardthusky Password 	llig	ence	Port	tal				
							Busi	nes Userr blizz ISO F 	aame ardthusky Dassword  gin	llig	ence	Port	tal				

WebFOCUS is customizable to the individual user, your screens may appear different, but the following steps are the same.

- 2. Click Content from the Main Screen.
- 3. Click Human Resources.
- 4. Click Campus.
- 5. Click Reports.
- 6. Click on Position Management Department Report.



By following these steps you will have the ability to review your Position Management Department Report in real time and any time. If you have any further questions please contact your Employment Services Representative.