**My Reports** is a selection of individualized reports which automatically populate based on your user ID.

![My Reports Data Area](image)

### Instructor My Course List: CRS1201

**Instructor My Course List** report populates a report listing the courses for an instructor by academic year and term selected.

![Instructor My Course List (CRS1201)](image)
If you are not an instructor, or are not listed as an instructor for the term selected, the following report populates.

My Employee Profile Report: HRS0002

My Employee Profile Report provides information about an employee including job and salary history, employee ID, position title, job title, department, email address, phone number, office address, supervisor, hire date, employee class, job begin date, tenure information and has the option to drill into My Employee Payroll Expense by Month (for the calendar year). For academic faculty, additional information includes research projects and class loads. Supervisors can select “Yes” to see a list of the employees supervised. All OSU employees can view their individualized Employee Profile.

My Faculty Research Activity by Grant Code: RES1207

My Faculty Research Activity by Grant Code Report populates a list of research and grant proposals for a Principal Investigator (PI). The data available in this report begins with Fiscal Year 2002, with the option to select from the roles of PI or CO-PI. The report automatically defaults to the current Fiscal Year and the PI role. The default settings can be reset.

If you are not a PI or Co-PI, the report will state, you are not currently listed as a PI on a grant award.

My New Grant Awards by Month: RES1206

My New Grant Awards by Month report lists the grants awarded to the Primary PI in the month according to the Office of Sponsored Research & Award Administration (OSRAA) for the Fiscal Year and Month selected. The report defaults to the current fiscal year and month, but the default can be reset.
If you are not the PRIMARY PI on a grant or have not been awarded a grant for the period selected, a report will populate which indicates *No Awards Found*.

**My Student Advisee List: ADV0004**

The **My Student Advisee List** reports on the students for whom an advisor is assigned. It is necessary for the user to select from the dropdown list the *Academic Year, Academic Period, and Student Level*. The report will provide the student’s name, ID, student level, degree, primary major and first through third concentrations.

If you do not advise students meeting the criteria selected, the report will be blank.