**HOW TO: Run a Role Report for CIM Workflows**

1. Log in at <https://workingcatalog.gmu.edu/courseleaf/>. The recommended browser for reporting via CourseLeaf is Firefox.
2. Scroll down to the Reports menu.



1. Click on either *Course Admin Report* or *Program Admin Report* (it doesn’t matter which one you choose, you will navigate to the same role report).



1. Click *Stock*



1. Select *Role Members* and click the green *Run Report* button.



1. The report will populate in the screen. You can filter the report and sort alphabetically by field from here, by clicking the *Filter* button, or clicking on the headers.



1. You can also Export to a Word or Excel file by clicking the *Export* button.
* We recommend exporting the report and filtering it down to your unit’s specific roles.
* The “DUS” roles are for academic scheduling in CLSS, please disregard those as they are managed by the Academic Scheduling team and are not relevant for CIM management.
* Please disregard the “Banner” and all “Registrar” roles as those are accessed by our office only for administrative purposes.
* Multiple users are often listed under the same role. The e-mail notification settings for a role can be customized to include e-mail notifications for all, some, or a single user assigned to a role. If you would like to check on the e-mail settings for one of your roles, just contact us at catalog@gmu.edu so that we can assist you.