Accessing the WebFocus Reporting Dashboard:

Before you log in, you must have a valid WebFocus login, and a working Internet connection. To request a login please visit: http://www.umflint.edu/aims/webfocus.

1. Open your web browser (Internet Explorer, Firefox, Chrome).
2. Type webfocus.umflint.edu in the address bar and press Enter.

You should see the following screen.

3. Use the following credentials for your login
   - User Name: uniqname
   - Password: LAN password
4. Click the Log In button
5. On your first login, you will enter the Welcome dashboard. (On subsequent logins, you will return to the last tab visited.)

6. Select the appropriate tab (Student, Advising, Financial Aid, etc) to view the list of available reports for that area.