Retrieving Historical Data Reports from ARES

STEP 1: Go to http://www.ares.umd.edu/

STEP 2: Click on SIS Reports located in the menu on the left hand side of the screed.

STEP 3: The *COMMON LOGIN* will appear. Enter your Directory ID and Directory Password; then click on the Login button. Then the *LOGIN SUCCESSFUL!* message should appear; click on the continue button.

STEP 4: The SIS Reports screen will appear; selections should be made and then click on the continue button.

> RECOMMENDED SELECTIONS ARE AS FOLLOWS:
>
> Term Comparison Report Term 1: 0608, Term 2: 0508
> mark: 09/16/06 02:09:37 AM
>
> Term Comparison Report Term 1: 0701, Term 2: 0601
> mark: Most Recent Date
>
> Section Enrollment Stats Term: 0608
> mark: 10/02/06 02:38:37 PM

STEP 5: Select a College and click on continue button

STEP 6: Choose between *Select All Departments* or *Select Individual Department* by using the drop down box. Click on the continue button.

Your report(s) should appear for you to review.