

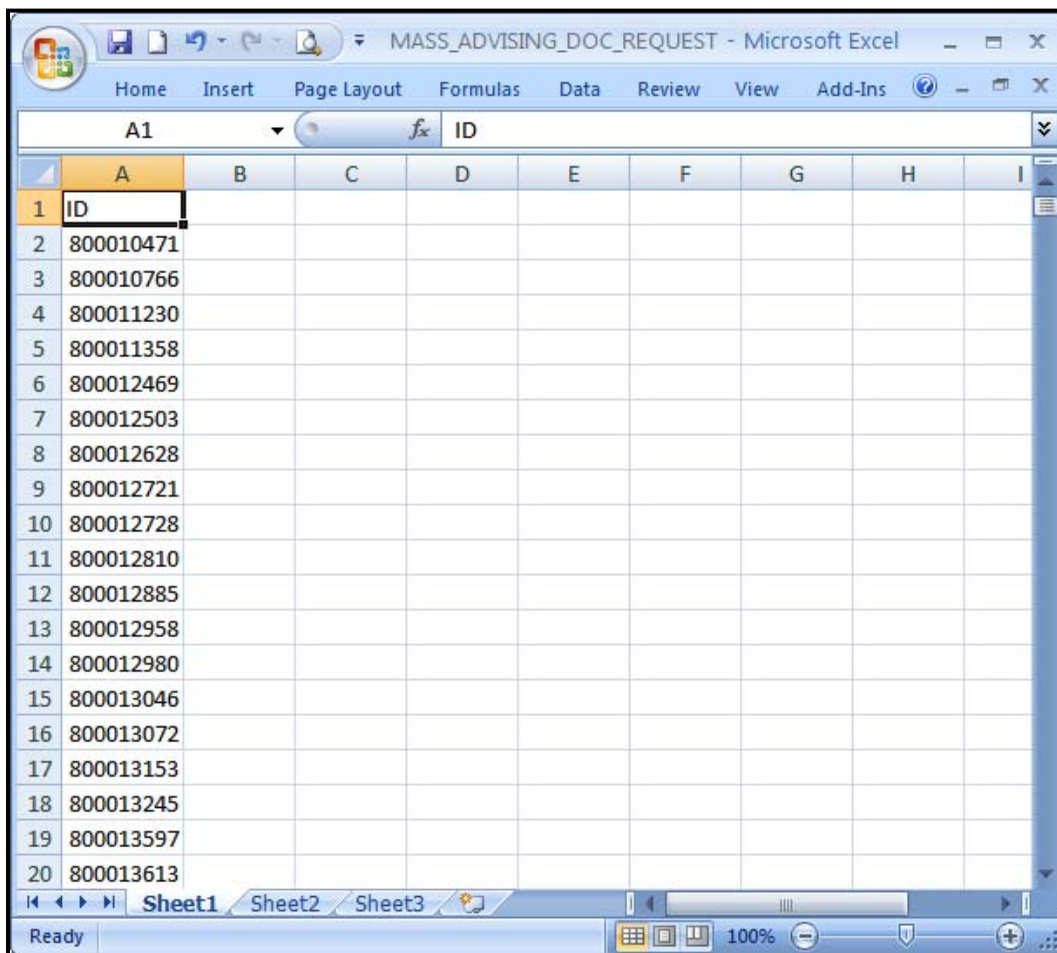
# New Mexico State University

## Running Mass Advising Documents

### Instructions:

If you are trying to run advising documents for everyone in your college, department, or major, we recommend you run a COGNOS report in order to get a complete list.

1. Update/create excel spreadsheet with one column named ID. There are two ways to list your student ID's:
  - a. Type in each ID that you need a transcript for
  - b. Run a Cognos report and delete all other columns other than the ID column.
2. Save the file in the Excel 97-2003 format (\*.xls)
3. E-mail the spreadsheet to [ict\\_ucc@nmsu.edu](mailto:ict_ucc@nmsu.edu).
4. In the email include the following information:
  - a. Contact
  - b. Phone Number
  - c. Email
  - d. Department
  - e. Index #



The screenshot shows a Microsoft Excel spreadsheet titled "MASS\_ADVISING\_DOC\_REQUEST - Microsoft Excel". The spreadsheet has a single column labeled "ID" in cell A1. The data in the "ID" column consists of 20 rows of student IDs, ranging from 800010471 to 800013613. The spreadsheet is displayed in the "Ready" state with a zoom level of 100%.

	A	B	C	D	E	F	G	H	I
1	ID								
2	800010471								
3	800010766								
4	800011230								
5	800011358								
6	800012469								
7	800012503								
8	800012628								
9	800012721								
10	800012728								
11	800012810								
12	800012885								
13	800012958								
14	800012980								
15	800013046								
16	800013072								
17	800013153								
18	800013245								
19	800013597								
20	800013613								



For additional questions, please contact Student Information Management at [onestop@nmsu.edu](mailto:onestop@nmsu.edu) or 646-7383.