

SJSU Research Foundation Online Report Instruction

The Research Foundation has implemented an Online Reporting Website. You can login this website to check your Account Status, Available Balance, Requisitions Pending Payments, Monthly Statements, and other reports.

This website works best with Internet Explorer, but other browsers such as Google Chrome, Firefox, and Safari will also work.

The url, user ID and password are the same as the ones for approving timecards.

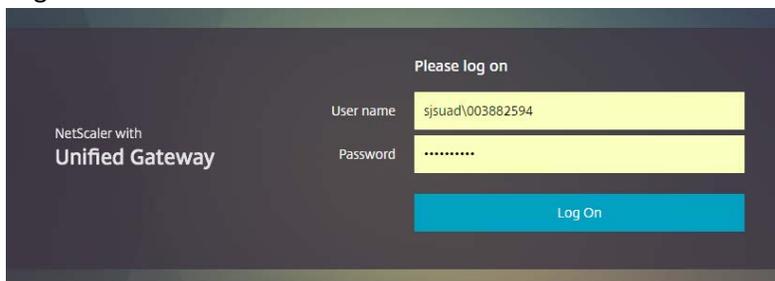
<https://sjs-portal.aspgov.com/>

Login ID: SJSUAD\000111222

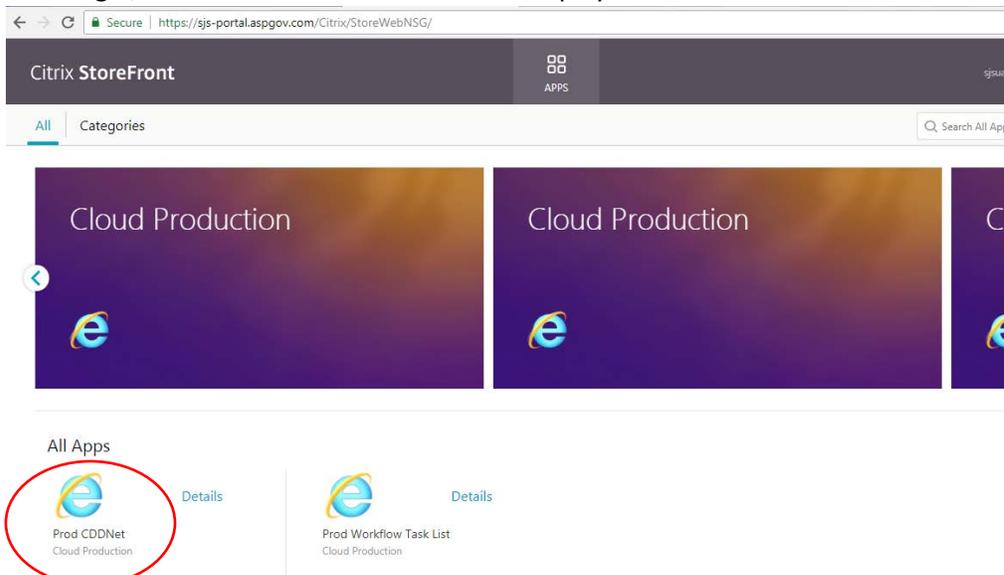
Password: SJSUOne password

Please follow the steps below-

1. Login to the cloud



After login, the Citrix StoreFront screen will display:



(Screen 1: Citrix StoreFront)

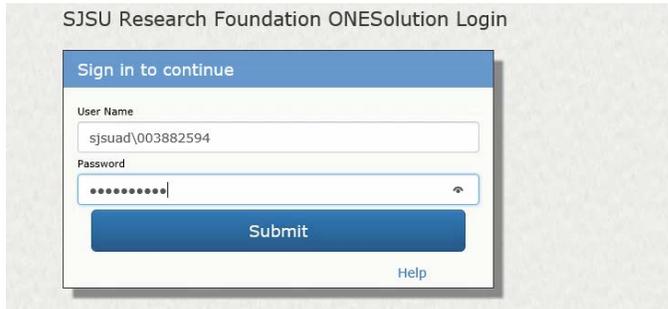
APP “Prod CDDNet” is for running reports to check the account balance

APP “ProdWorkflow Tasklist” is for approving timecards

If you don’t see these two Apps on the screen, please click on “APPS” at the top of the menu bar to bring up the Apps.

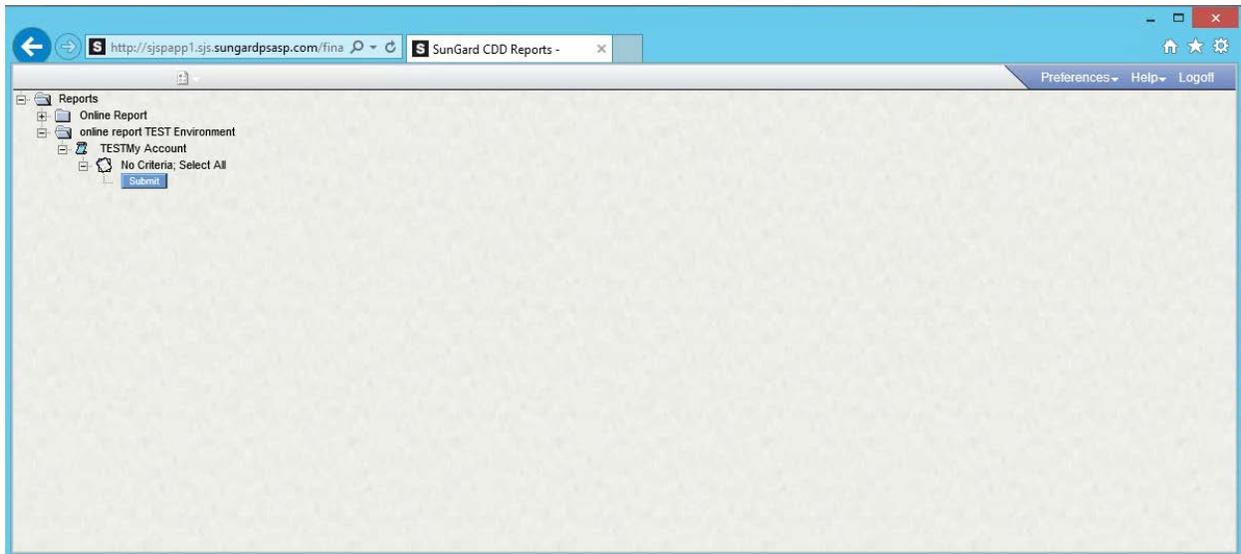
2. Login in to the Apps

Click on “Prod CDDNet” and then enter the same ID and password.



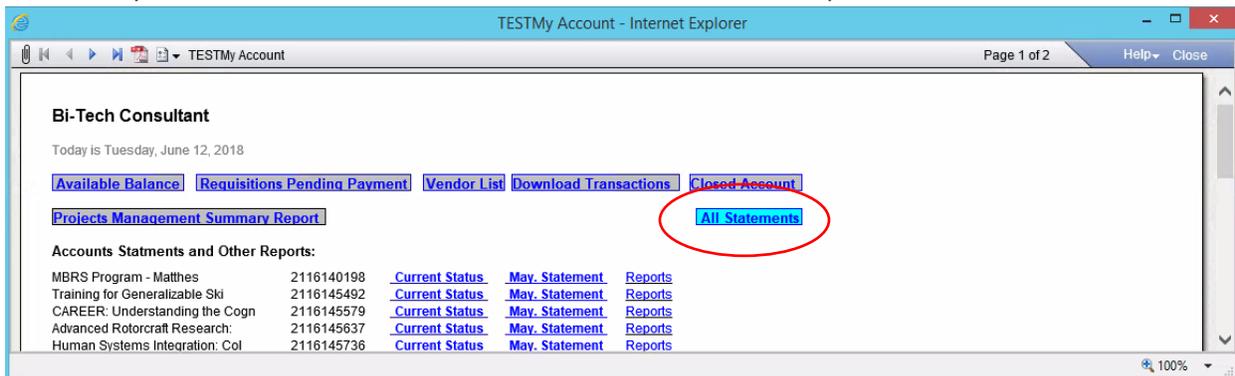
3. On the popup screen, click open the folder “Reports”

- ➔ “Online Report TEST Environment”
- ➔ “TESTMy Account”
- ➔ Click “Submit”



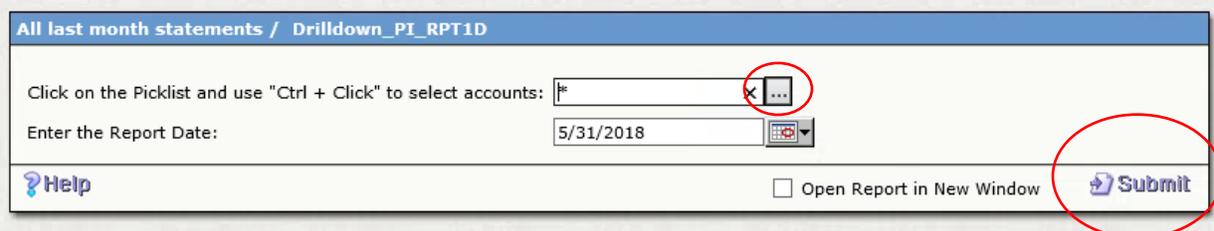
(Screen 2: Report screen)

4. On "My Account" screen, click on **All Statements** to start the report.

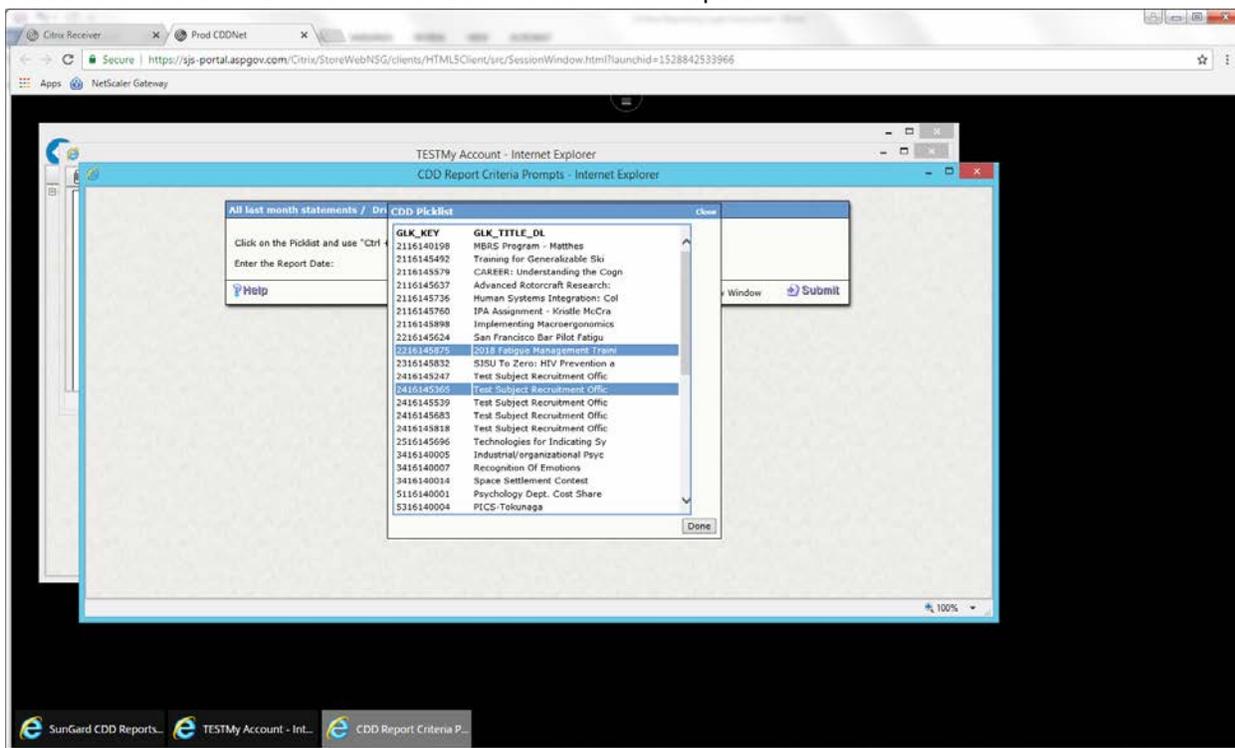


(Screen 3: My Account screen)

On the report prompt screen, simply click on the "Submit" button to run reports for all accounts.



Note: If you only want the reports for a few accounts, you may click on the Picklist  to select the account# and then click "Done" and "Submit" to run the report.



Report Status:

The report status is displayed on the upper right corner of the report output screen. Status "X" means the report is still running. After the report is finished running, the red "X" is replaced by the total page of the report.

Report Status "Running"

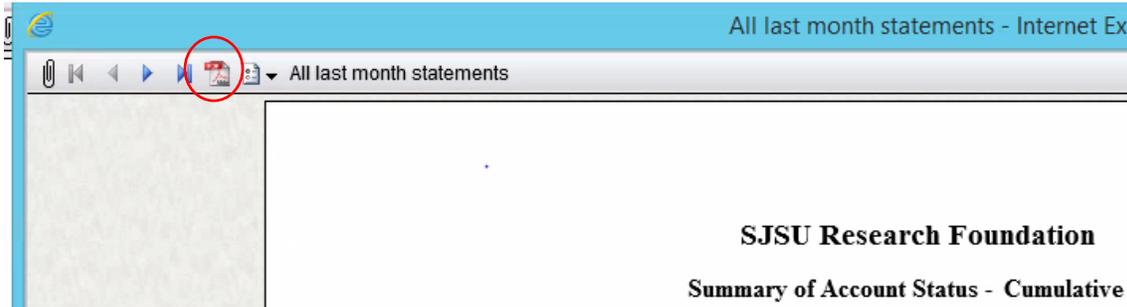


Report Status "Complete"



5. Save the output to your local PC.

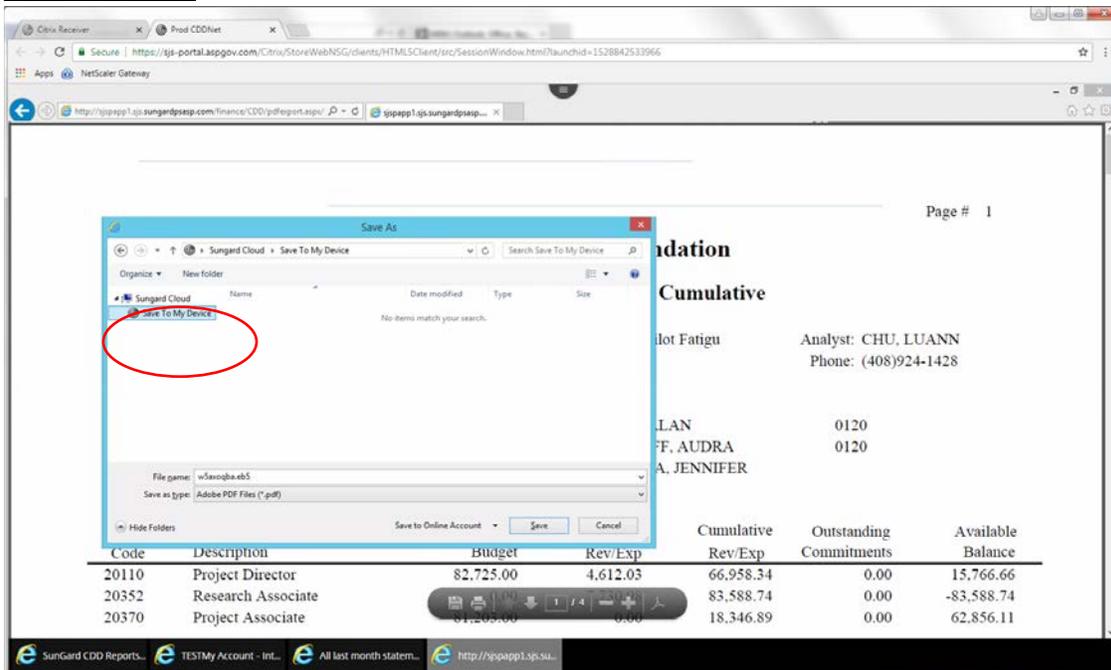
On the report output screen, click on the "PDF" icon to convert the report to PDF format.



Place the cursor on the report output. On the popup menu bar, click on the disk icon to bring up the "Save As" screen.

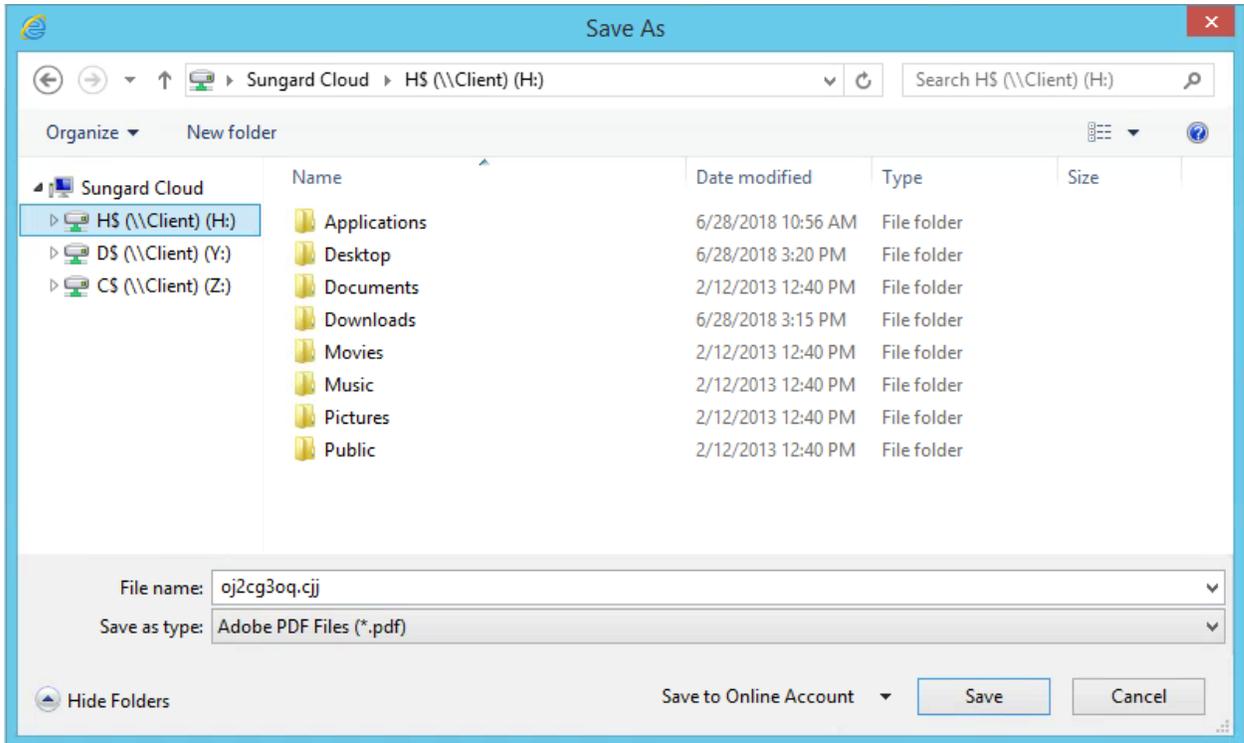


Windows Users:



On the “Save As” screen, click open “Sungard cloud” and choose “Save to my Device”. Click “Save”. The file is saved to your “Downloads” folder.

MacBook Users:



On the “Save As” screen, click open “Sungard cloud”. Then choose “H: drive” and select a location to save the file. Click “Save”. The file is saved to that location.

6. User Help

Please email the research foundation IT team for technical assistance. Thank you.

fdn-it-group@sjsu.edu