How to Create an ecuBIC Report Subscription

1. Go to CPOS Report Folder in ECUBIC

2. Click on the ellipse to the left of the star on the CPOS Advisor Report by Advisor ID. You won’t see it until you move your mouse over it.

3. Select Subscribe from the pop-up menu.

4. Give the subscription a description. Include the term (for example: Spring 2024 CPOS Advisor Report)

5. Under the Schedule section, click on the Edit Schedule button.

6. Set the schedule and click Apply.

7. Under the Report Parameters section enter:
   a. Enter the registration term in Academic Period field.
   b. Enter your Banner ID in the Advisor ID field.

8. Click the Create Subscription button.