Instructions for Accessing Dean's Report in ICON for COI
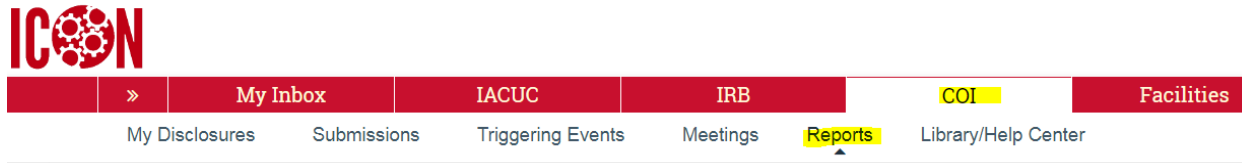
1. Login to ICON by going here.

2. Click on COI in the top red banner.

3. Click on Reports.

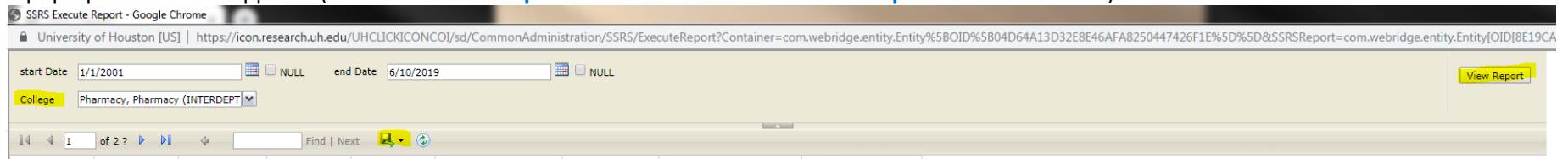
4. On the left-hand side, click on "Dean's Report."

5. Click "Dean's Report" once again.

6. A pop-up window will appear. (**You will need to expand the window to full screen or options will not show**.)

7. Click on "View Report" on the far right-hand side.

8. Your college list should appear.

9. For optimal viewing and review (sorting, etc.), click on the disk icon and download the report to Excel.