

CAPP Report Access:

- Log in to Banner Web using your ID and PIN.
- Select *Student Services*.
- Select *Student Records*.
- Select *Degree Evaluation*
- Select *View Previous Evaluations* (at the bottom center of the screen).
- Select the report you wish to view (the highest listed is the most recent).
- *Detail Requirements* should be selected by default (middle option of the three listed), then click on *Submit*.