Expiring Course Report

1. Please visit https://cscportlavaca.ilevel.org to log in
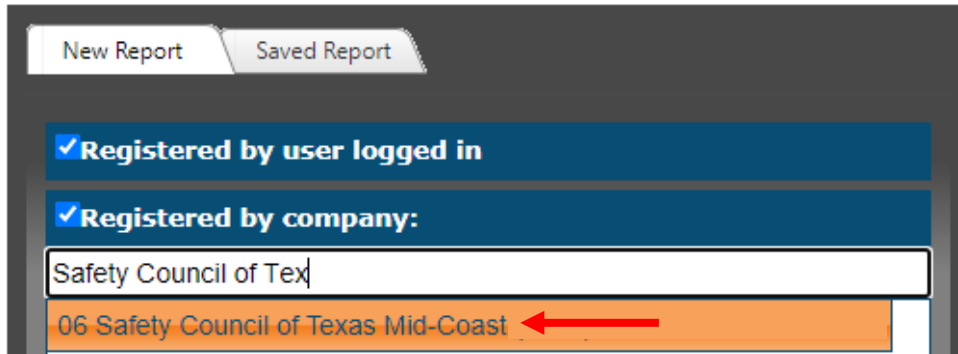   - Enter Username & Password
   - Click Log in

2. Go to the Reports tab
   - Click Run Reports

3. Go to Attendance Reports and Registrations

4. Under the New Report Tab
   - Select "Registered by user logged in"
   - Select "Registered by Company"
     - Start typing in your company name
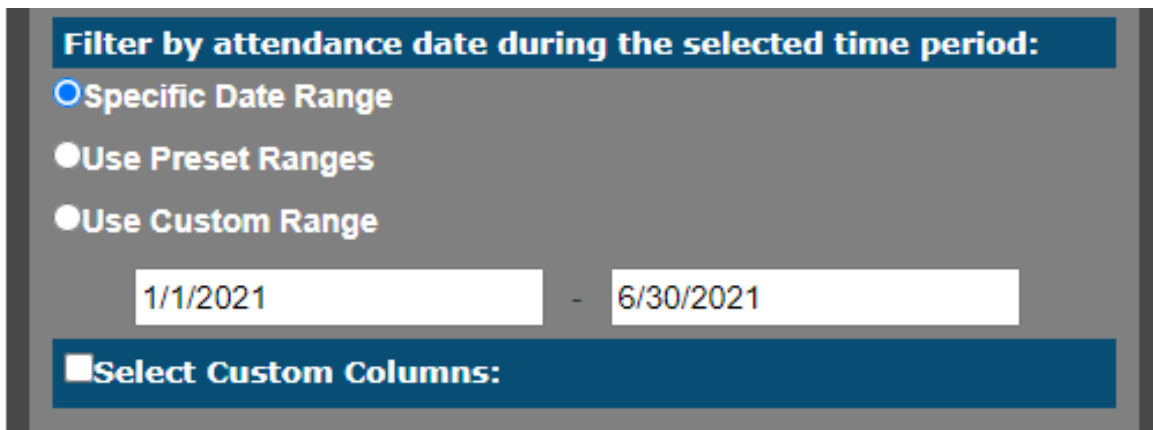   - Select your company name from the drop-down box

5. Under Filter by attendance date during the selected time period:
   - Select Specific Date Range (select the time frame) (example: 01/01/2021 - 06/30/2021) **must be adjusted by client**

6. Click on "Selected Custom Columns"
   - Select the following Name, Student ID, Code, Description, Class Date, Expiration Date, Company Registered By, Grade
   - Click on Generate Report

7. Once report is generated
   - Click on printer icon select how to export report (report can be viewed and printed as Adobe PDF, or Microsoft Excel file)

8. After Export Type has been selected
   - Click Export Report

9. If you selected Adobe PFD a new window will open with the report
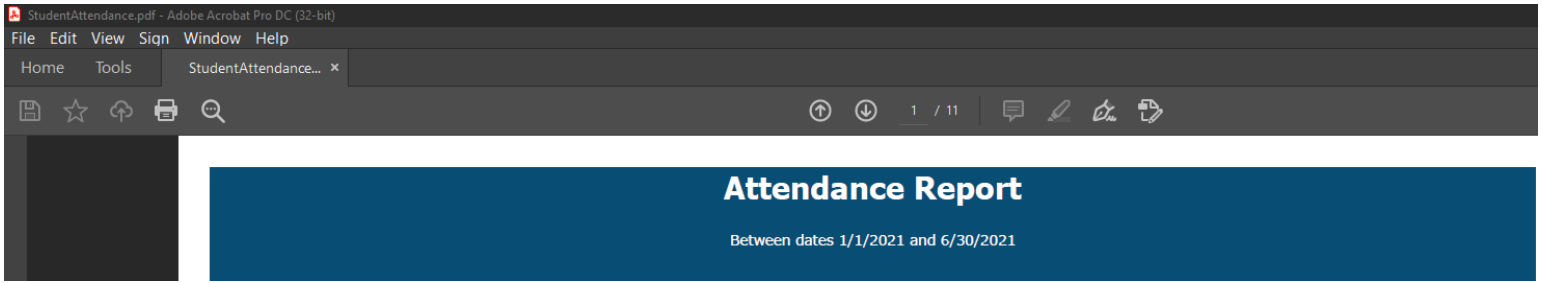
10. If you selected Microsoft Excel (XLS)
    - Click on the download that will appear at the bottom left of your screen, then a new window will open with the report
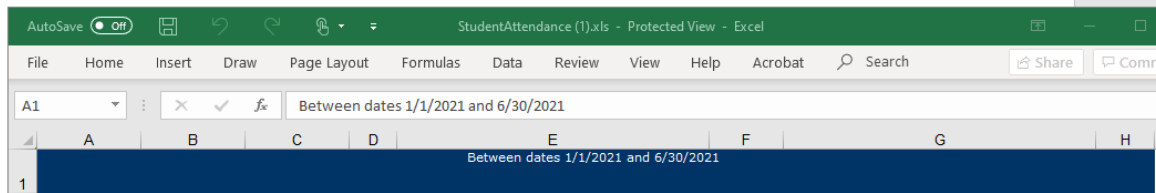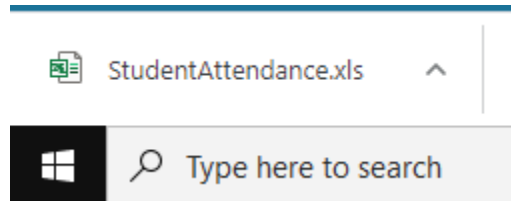
11. Once you are done
    - Click log out, at the top right corner of your screen