

Usage Instructions – Emergency Contact Report

Overview

The emergency contact report contains data from Campus Solutions regarding emergency contacts. This data is stored in the MSUEDW for use in cases where Campus Solutions is down, but communication must be sent to emergency contacts. The data is updated once daily.

Required Security Level

Emergency contact data is considered sensitive. To access this report, you must have an eARM approved by the Office of the Registrar for the role of SISCS_EMERG_CNTCT_SNSTV. Directions for submitting SIS eARMS can be found in the [Academic Data Community SharePoint](#).

Access the Dashboard

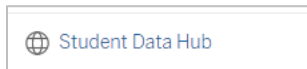
The emergency contact dashboard is published to a secure location on Tableau Server. Access to Tableau dashboard is controlled via campusAD. Access to this report is governed by two campusAD groups:

- MSU.SG.ITS.Tableau.Users
- ITS.SG.TableauDashboard.SDH.SISCS_EMERG_CNTCT_SNSTV.Explorer.

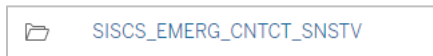
You must have the role of SISCS_EMERG_CNTCT_SNSTV to gain access to the security group ITS.SG.TableauDashboard.SDH.SISCS_EMERG_CNTCT_SNSTV.Explorer.

Report Access Steps

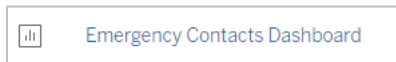
1. Navigate to [Tableau Server](#).
2. Sign in using your MSU NetID and password.
 - You will need to authenticate via Okta.
3. Select the **Student Data Hub** from the site list.



4. Click on the **SISCS_EMERG_CNTCT_SNSTV** project folder.



5. Open the report.



6. To see all the columns of the report, scroll horizontally.
7. You may also access the report directly from [this permalink](#).
8. To download the data, follow these steps:
 - a) Click the **Download** button in the secondary navigation.
 - b) Select **Crosstab** from the download options.
 - c) Choose either **Excel** or **CSV** from the Download Crosstab options. Leave the box checked.
 - d) Click the **Download** button.



Download

Select your file format.

Image

Data



Crosstab

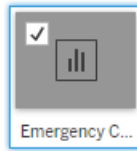
PDF

PowerPoint

Tableau Workbook

Download Crosstab

Select a sheet from this dashboard



Select Format



Excel

CSV



Download