## How to: Run the Validation Report

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| **Step** | **Action** |
| 1 | From your my.boisestate.edu menu (Employee View), select Campus Solutions (PeopleSoft) |
| 2 | At the top of the page type “Validation Reports” and select the Eyeglass |
| 3 | Select Validation Reports  |
| 4 | Enter your Run Control ID & Click the Search Button. First-time users will need to Add a New Value.  |
| 5 | Enter the 4-digit term, then click the Save button. Click the Run button. Select the eyeglass to find the term you want to review. |
| 6 | Select OCS Class Validation Rpt. Click the OK button.   |
| 7 | Click Process Monitor  |
| 8 | Click the Refresh button.  |
| 9 | Your report will be ready when Run Status says Success and Distribution Status says Posted.  |
| 10 | Select Details |
| 11 | Select View Log/Trace  |
| 12 | Select file – .pdf or Excel  |
| 13 | You may receive a message that the file is uncorrupted or unsafe and asks if you want to open it. Select Yes. |
| 14 | **End of Procedure.** |