Instructions for Accessing Dean's Report in ICON for COI

- 1. Login to ICON by going <u>here</u>.
- 2. Click on COI in the top red banner.
- 3. Click on Reports.



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

Reports

- My Disclosures
- Submissions
- Triggering Events
- Meetings
- Reports
 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.)

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- 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.