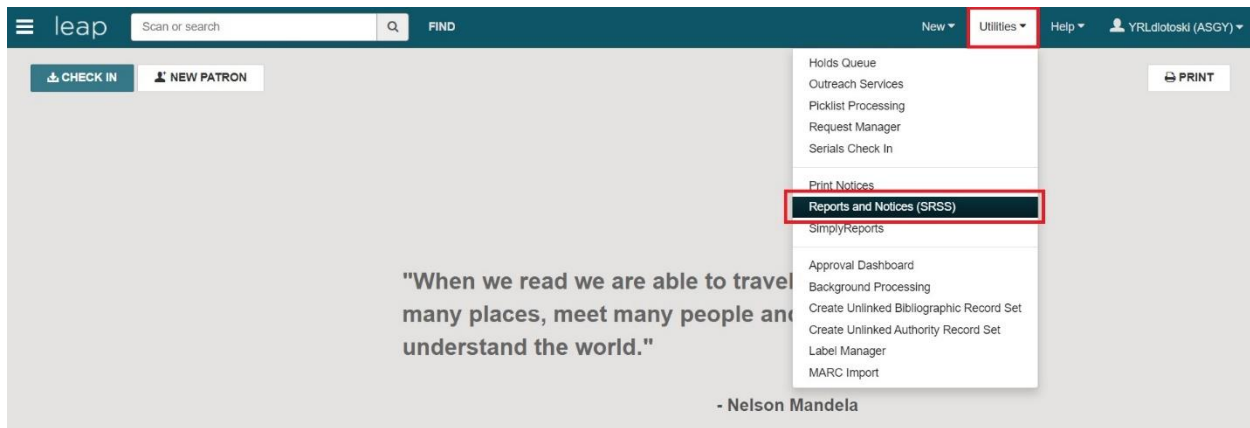# Accessing Reports

To access **reports**, select REPORTS AND NOTICES from the UTILITIES drop-down menu.

1. Clicking REPORTS AND NOTICES in the UTILITIES drop-down will open a second web browser tab, you may be prompted to sign in with your Advanced (ADV) Leap username and password.

The REPORTS web page will open and you will be brought immediately to the Polaris folder. All information within these reports is pulled from Polaris.

2. Select your preferred folder. Once here you can use the REPORT INDEX which provides a brief description of what each report in this folder and its subfolder does. You can also browse the subfolders and try some of the reports or use the search bar to locate reports using **keywords**.

3. When you find a report you like, you can save it as your favorite and make it easily accessible.
    a. Click the **three dots** in the right corner of the report and select ADD TO FAVORITES. You will then be able to locate your most used reports in

FAVORITES, at the top-left of the page.