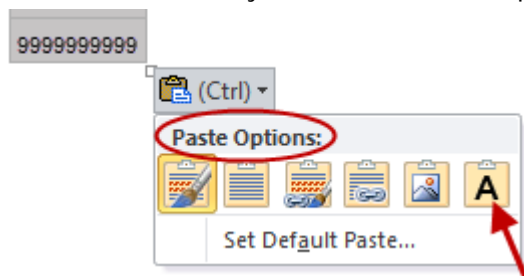


## Formatting Student Numbers for myNKU Reporting Use

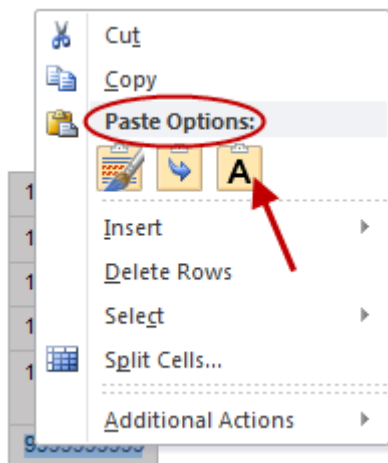
*This documentation is intended to assist the user with putting Student Numbers in a format that allows for data retrieval within the myNKU portal. The following steps are useful after saving any file that contains Student Numbers. The student identifier must be the students' official myNKU Student Number, as this is the value that will be input into the myNKU reporting environment.*

After locating a list of student identification numbers, follow the steps below to format the student numbers. These steps will allow any user to generate a myNKU Business Warehouse report that contains data regarding the specified group of students. **It is imperative that the myNKU Student Number is used when completing the following steps.**

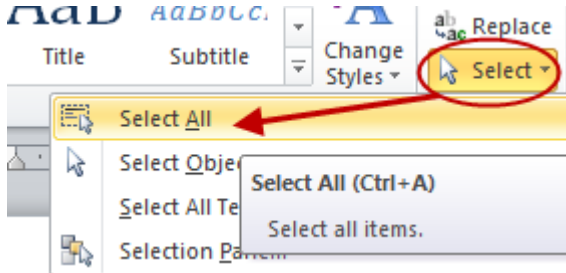
1. Open Microsoft® Word, and paste the Student Numbers into the opened document.
2. Scroll to the last entry to locate the Paste Options dialog box, and select “Keep Text Only.”



**NOTE:** Paste Options is also accessible from the context menu.



- After the paste command is completed, select the student numbers by clicking **Select All**.

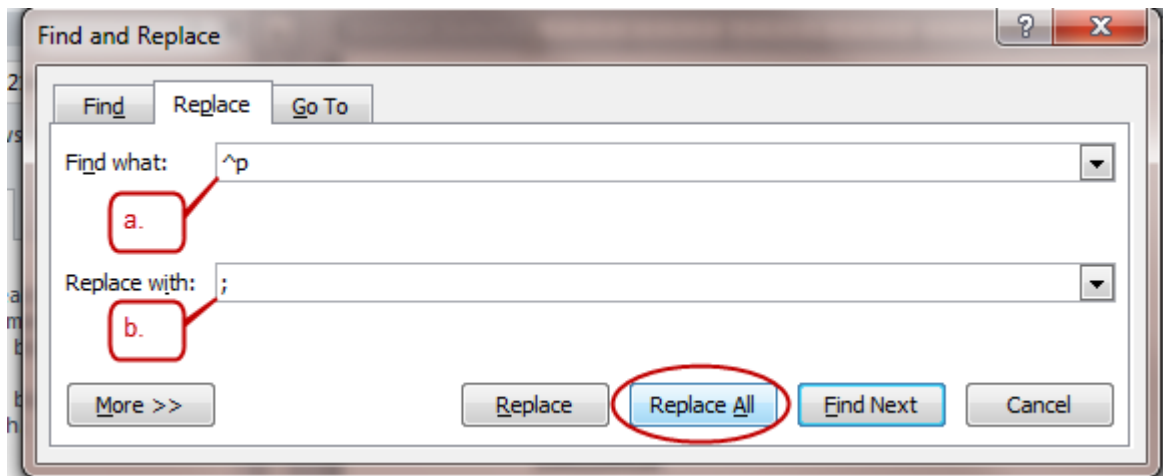


**NOTE:** This option is located on the Home tab, in the Editing group.

- Click **Replace**.



- The **Find and Replace** dialog opens.
  - In the “**Find what:**” field type **^p**.
  - In the “**Replace with:**” field type  **;[spacebar]**, then Click “**Replace All.**”



**NOTE:** The steps above are prompting Word to remove any paragraph breaks that may exist in text that was pasted into the document and replace them with a semicolon and a character space.

At this point, users may copy the formatted Student Numbers and paste them into the Student field

for data retrieval. Please refer to the [myNKU: Business Warehouse Reporting manual](#) for additional assistance with populating this field.