



Alumni Lookup Report

The Princeton University Operations department maintains Stripes, which is the University's database of record for alumni and donor information. The Alumni Lookup Report allows University staff to access information for individual alumni and donors when needed in the course of University business. Please note, per policy, daily record look-up is limited to 49 constituent records accessed per day. Overages will be tracked and reported.

Accessing the Alumni Lookup Report

1. To launch the Alumni Lookup Report, click [here](#). Internet Explorer is the preferred browser for running Lookup Reports, but you may be able to use Firefox or Safari. Chrome is NOT recommended.
2. Login to the Central Authentication Service with your credentials.
3. You will be directed to a page asking you to agree to the **University Confidential Policy**. A link to the full policy is provided.
4. After reviewing, check the box and click **Next** to move on to the prompts.

Princeton University collects, maintains, and manages confidential biographical information about alumni. The University is responsible for the security and confidentiality of this alumni data and must ensure that the data is maintained, used, and shared in ways that comply with all applicable state and federal laws, best practices, and University guidelines and policies. As a Princeton employee you are granted access to this data with the expectation that you accept the University's Confidentiality Policy and agree to use alumni data solely to perform legitimate University business. Data is not to be copied or used to create or maintain a separate database or file.
Click [here](#) for the full version of the University Confidentiality Policy.

☒ I agree to the above.

Cancel Next >

Making Report Selections & Running the Report

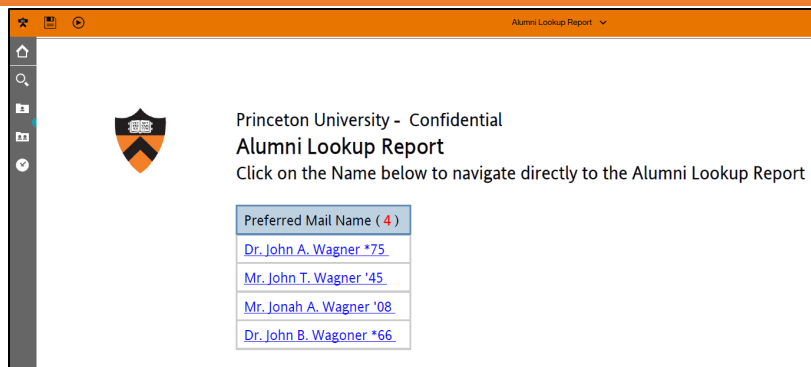
1. Enter the specific parameter(s) which will define your search.
2. Once the parameter(s) are entered, click the **Next** button to run the report.

Viewing the Report

1. The search will return the list of names which meet your parameters.
2. Click on the name of the appropriate individual in the list to access the Alumni Lookup Report for that person. It will open a new browser tab with the individual's information. To return to the list, simply close that tab on the browser.



Alumni Lookup Report

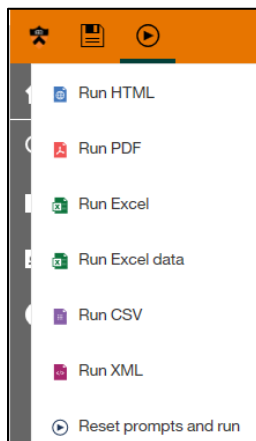


FAQs

1. *I'm getting an error when I try to run the report using my default browser – what can I do?*
 - In IE: try adjusting IE's compatibility view settings. In IE, click **Tools**, then choose **Compatibility View Settings**. In the "Add This Website" field, type in "Princeton.edu" then click **Add** and **Close**.
 - For other browsers: try using a browser other than your default. Copy the link below and paste it into a different browser. To copy and paste a hyperlink:
 1. Highlight the hyperlink below, right-click, and choose **Copy**.
 2. Open the browser, click in the address bar, right-click, select **Paste** and press **Enter**.

https://dwprod.princeton.edu/cognos/bi/?pathRef=.public_folders%2FOffice+of+Development+-+Alumni+Lookup%2FAlumni+Lookup+Report&format=HTML&Download=false&prompt=true

2. *How can I navigate back to view other reports, run another report, or adjust my report criteria?*
 - To adjust report criteria: In the top left corner of the screen, there is the Princeton University shield, the "Save" icon, and the "Play" icon. Click the **Play** icon, and you will be given options for other formats (do **NOT** select another format because the report will not work correctly) as well as the option to "Reset prompts and run." Click **Reset prompts and run**, and you will be taken back to the criteria page.



3. *Will I still be able to access this report when I am away from campus?*
 - Yes, but you will be required to connect your computer through VPN. If you need assistance figuring out how to VPN, contact the OIT Help Desk at 8-4357.

Questions?

If you experience problems with the report, please contact the OIT Help Desk at 8-HELP (8-4357).