



Alumni Search Report

The Princeton University Operations department maintains Stripes, which is the University's database of record for alumni and donor information. The Alumni Search 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 Search Report

1. To launch the Alumni Search 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 may be directed to a page asking you to agree to the **Annual Protection of Confidential Information Summary of Responsibilities**. To read that policy, click the link next to **For reference**.
4. After reviewing, check the box and click **Next** to move on to the prompts.

☒ I Have Agreed to the Annual Protection of Confidential Information Summary of Responsibilities.
For reference click [here](#).

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.

The screenshot shows the 'Princeton University - Confidential Alumni Search Report' form. It has three columns for 'Last Name:', 'First Name:', and 'Middle Name:'. Each column has radio button options: 'Exact Name', 'Sounds Like', 'Starts With' (selected), and 'Contains'. Below each column is a text input field with the prompt 'Type the [Name] here:'. At the bottom are 'Cancel' and 'Next >' buttons.

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 Search 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.

The screenshot shows the results page of the 'Princeton University - Confidential Alumni Search Report'. It displays a list of names under the heading 'Preferred Mail Name (4)'. The names are: 'Dr. John A. Wagner *75', 'Mr. John T. Wagner '45', 'Mr. Jonah A. Wagner '08', and 'Dr. John B. Wagoner *66'. Each name is a clickable link.



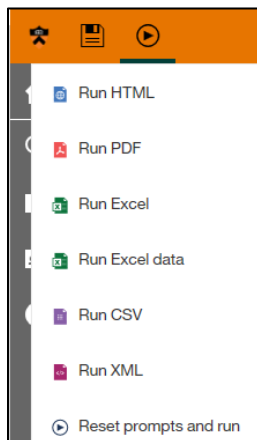
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FAQs

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+Search+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 University Advancement Help Desk at 8-2909.