ONLINE REPORT PORTAL

System Requirements
Reports are both web and mobile friendly. Recommended browsers include Google Chrome, Mozilla Firefox, Safari and Microsoft Edge. Internet Explorer is not supported and could result in display errors.

Logging On
You will receive an email from TCU Donor Relations that contains your personalized URL and a unique five-digit passcode to access your online report portal. Your passcode is case-sensitive, so it is important to enter it exactly as listed in the email. You may copy and paste the passcode directly from the email into the login screen.

If you need help identifying your passcode, please click "Forgot passcode?" on the screen. You will receive an email with a new auto-generated passcode that you can use. If you need further assistance, please contact the TCU Office of Donor Relations.

Multiple Reports
If you have more than one report available, tabs (with the month and year your reports were uploaded) will appear at the bottom of the welcome screen. Click on each to see all available information about your fund(s).

Report Content
Once you enter your passcode on the login screen, you will be sent directly to your report. If you scroll down below the personalized greeting, you will find your custom reporting components. At different times throughout the year, you may receive updates such as financial and impact reports. The Office of Donor Relations will send an email each time a new report is ready.

Carousels
Please note that anywhere you see a left or right arrow there is more content for you to view. Click on the arrows to scroll through your reports.
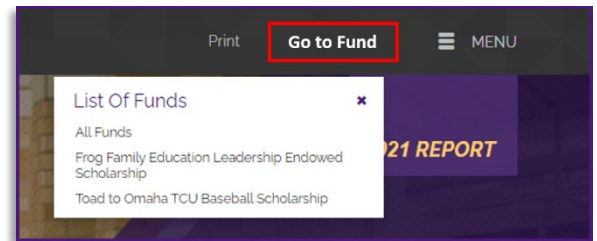

Your Impact
The "Your Impact" button will appear when additional supplemental information is associated with the fund impact.
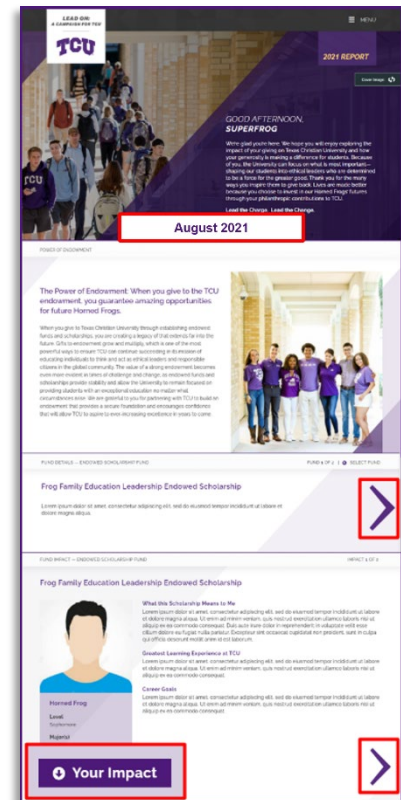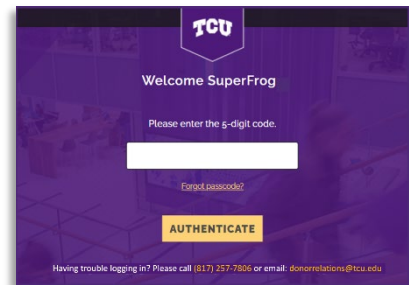
Viewing Multiple Funds

If you are receiving information on more than one scholarship and/or endowed fund report, you can click "Go to Fund" on the navigation bar and select a specific fund to view from the "List of Funds" menu.


Printing Your Report

Select the "PRINT" button at the top of the page to generate a PDF that can be saved or printed. It is important to note that the option to print will only appear on tabs that have an associated fund that is printable.
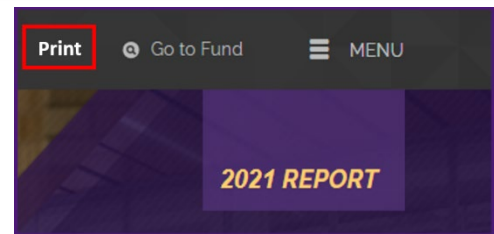
If you have more than one fund, you will have the option to print a single fund report or all funds at once. If you would prefer to include any supplemental documents, check "Include supplemental documents."
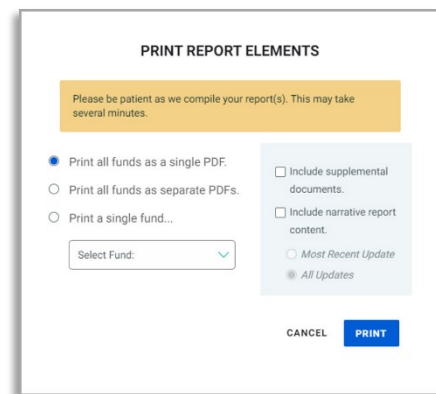
Use Magnifier to Make Your Report Easier to See

Windows:
- » To magnify your screen, press these keys together: **Windows Logo Key** and **Plus Sign** (+).
- » To demagnify your screen, press these keys together: **Windows Logo Key** and **Minus Sign** (-).
- » To turn off magnifier, press these keys together: **Windows Logo Key** and **Escape**.

Macintosh:
- » To magnify your screen, press these keys together: **Option** and **Command** and **Equals Sign** (=).
- » To demagnify, press these keys together: **Option** and **Command** and **Minus Sign** (-).

Mobile Device:
- » Place your thumb and index finger together on the screen and spread them apart to magnify the screen.
- » Tap the screen twice to demagnify your screen.

Questions?

If you have any questions regarding your report or experience any issues, please contact the TCU Office of Donor Relations at 817-257-7806 or donorrelationsstewardship@tcu.edu. Please note that our office is open Monday – Friday from 8:00 AM to 5:00 PM.