**Analyst Reports (MGT 948)**

**Summary**
This article will help you when you need to add students, enable or disable grading reminders or if stocks are not calculating.

**Accessing Secured Section of Website**
1. [https://analystreports.som.yale.edu/Account/Login](https://analystreports.som.yale.edu/Account/Login)

**Adding Students**
1. (For TA) Create User Record in [https://analystreports.som.yale.edu/People/Create](https://analystreports.som.yale.edu/People/Create)

**NOTE:** Student access is now 100% controlled by having a student author record in the site and having a valid netid. The site no longer checks for the MGT 948 security group.

**Adding TA or Instructor Privileges**
1. (For IT) Add User to AD Group CN=SOM AnalystReports Managers,OU=SOM Analyst Reports,OU=SOM Web App Access,OU=School of Management,DC=yu,DC=yale,DC=edu
2. Create User Record in the site: [http://analystreports.som.yale.edu/People/Instructors](http://analystreports.som.yale.edu/People/Instructors)

**Enabling / Disabling Grading Reminder Emails**
1. Log into Jenkins: [https://jenkins.som.yale.edu](https://jenkins.som.yale.edu)
2. Browse to Analyst Reports folder
3. Select appropriate reminder job
   a. STUDENT: Project Analyst Reports Weekly Student Reminder - scheduled
   b. FACULTY: Project Analyst Reports Weekly Instructor Reminder - scheduled
4. Click Enable or Disable depending on what is needed.

**Individual Stocks not Calculating**
1. Validate Ticker: [http://analystreports.som.yale.edu/StockData/Verify](http://analystreports.som.yale.edu/StockData/Verify)
   a. non us exchange stocks must have the index exchange in the ticket XXX.index
   b. [https://eodhistoricaldata.com/knowledgebase/list-supported-indexes/](https://eodhistoricaldata.com/knowledgebase/list-supported-indexes/)
2. If Ticker is valid, delete and re-add the company to the report.

**Site Issues**
1. Site is hosted on iweb001
2. If login portion of site or any portion of site not responding
   a. Recycle App Pool
   i. if still down, Recycle IIS
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