

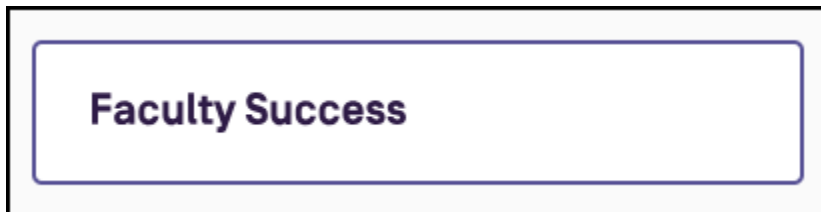
Download RTP Decision Results from Watermark

1. Go to your MyCalStateLA portal.

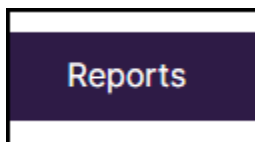
2. Select Watermark.



3. Select Faculty Success.



4. Click on Reports on top of the page.



5. Select RTP Decision Results Report (might be towards the bottom of the page)



6. In the date range, edit the dates for the semester you want you. It does not need to be exact if the date falls within the semester.

1	Date Range	Start Date	1/1/2026	
		End Date	5/31/2026	

7. If you want to select certain Departments, select a certain department(s), select Change Selection under All groups selected.

Groups to Include	All groups selected
	Change Selection
	☐ Users must be enrolled in all selected groups to be in this report.

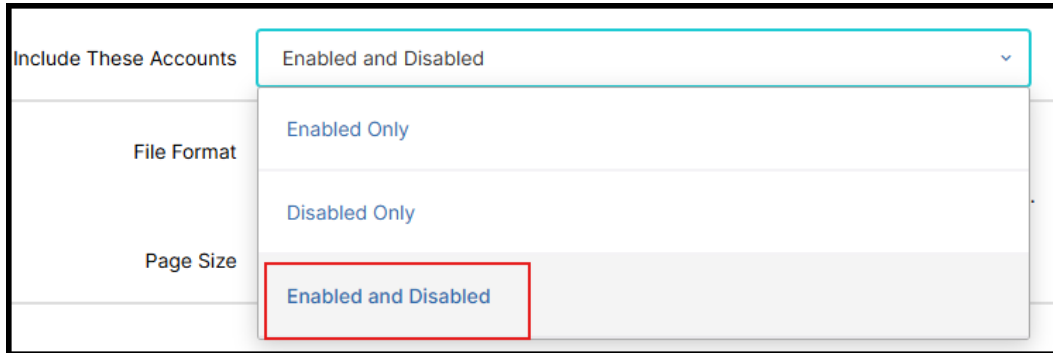
8. Click on Department on the left side of the panel and select the department(s) you want to download. If you don't select specific departments, it defaults to selecting everything.

Department	1 selected	☐ Users must meet all selected criteria in this group.
Faculty/Staff Rank	0 selected	Department of Accounting
Graduate or Undergraduate?	0 selected	☐ Select all
Program	0 selected	☐ Audiology Doctorate Program
Review Type	0 selected	☐ Dean's Office
		☒ Department of Accounting

9. Click SAVE on the bottom of the panel.

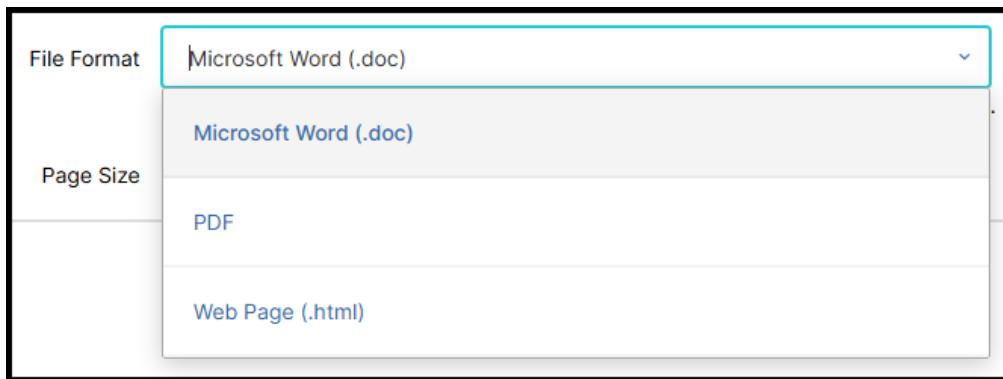
SAVE

10. In Include these Accounts drop down, select Enabled and Disabled.



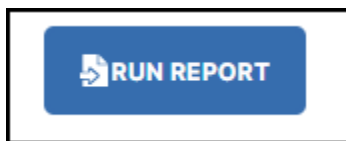
The screenshot shows a form with three labels: 'Include These Accounts', 'File Format', and 'Page Size'. The 'Include These Accounts' dropdown menu is open, displaying four options: 'Enabled and Disabled' (selected), 'Enabled Only', 'Disabled Only', and 'Enabled and Disabled' (highlighted with a red box). The 'File Format' and 'Page Size' dropdowns are not open.

11. In the File Format drop down, select either Microsoft Word (.doc) or PDF.



The screenshot shows a form with two labels: 'File Format' and 'Page Size'. The 'File Format' dropdown menu is open, displaying three options: 'Microsoft Word (.doc)' (selected), 'Microsoft Word (.doc)', and 'PDF'. The 'Page Size' dropdown is not open.

12. Click RUN REPORT on the top right of the screen.



13. The RTP Decision Results Report is now downloaded and available.

