

To run a report in Cognos, please follow the instructions outlined below:

1. Copy and paste the following link into your browser - [ucreportcenter.ucop.edu](http://ucreportcenter.ucop.edu). The link will take you to the InCommon screen shown below:

InCommon®

You are accessing:  
**ucdss.ucop.edu**

Select your School, Organization, or Identity Provider:  
University of California - Office of the President

Do not remember my selection  
 Remember my selection for this session only  
 Remember my selection permanently

About InCommon | Help

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2. Click on the **NEXT** button. You will be presented with the UCOP Applications login page.

University of California  
*It Starts Here*

UCOP Applications Login

UCOP User name:

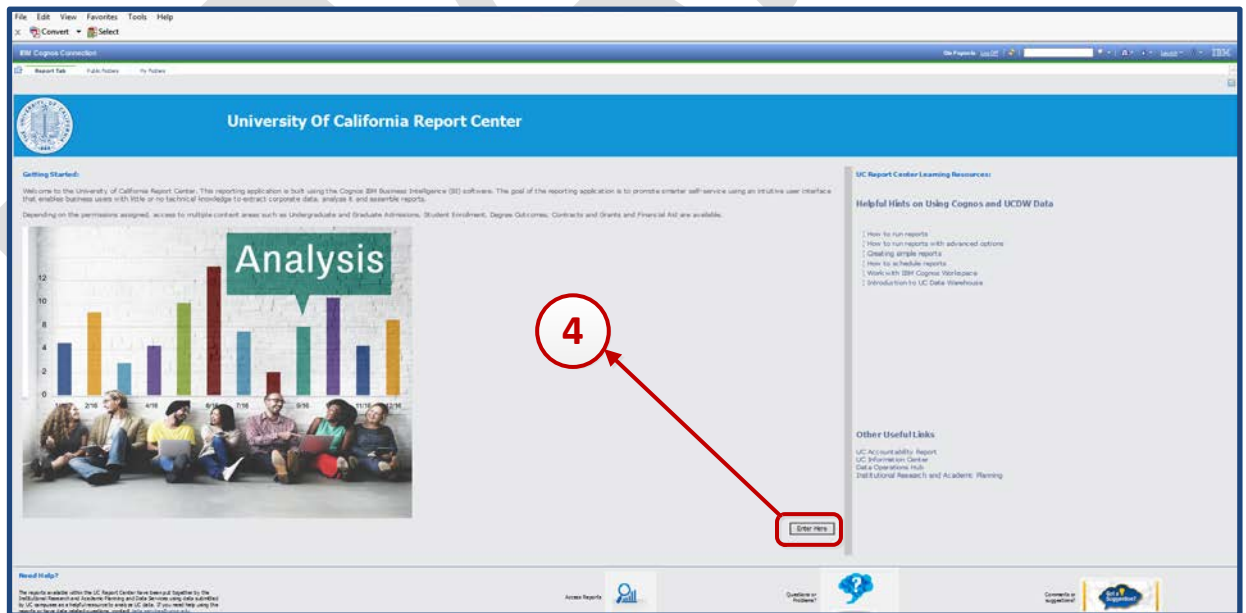
Password:

This login page is for current UCOP employees only.

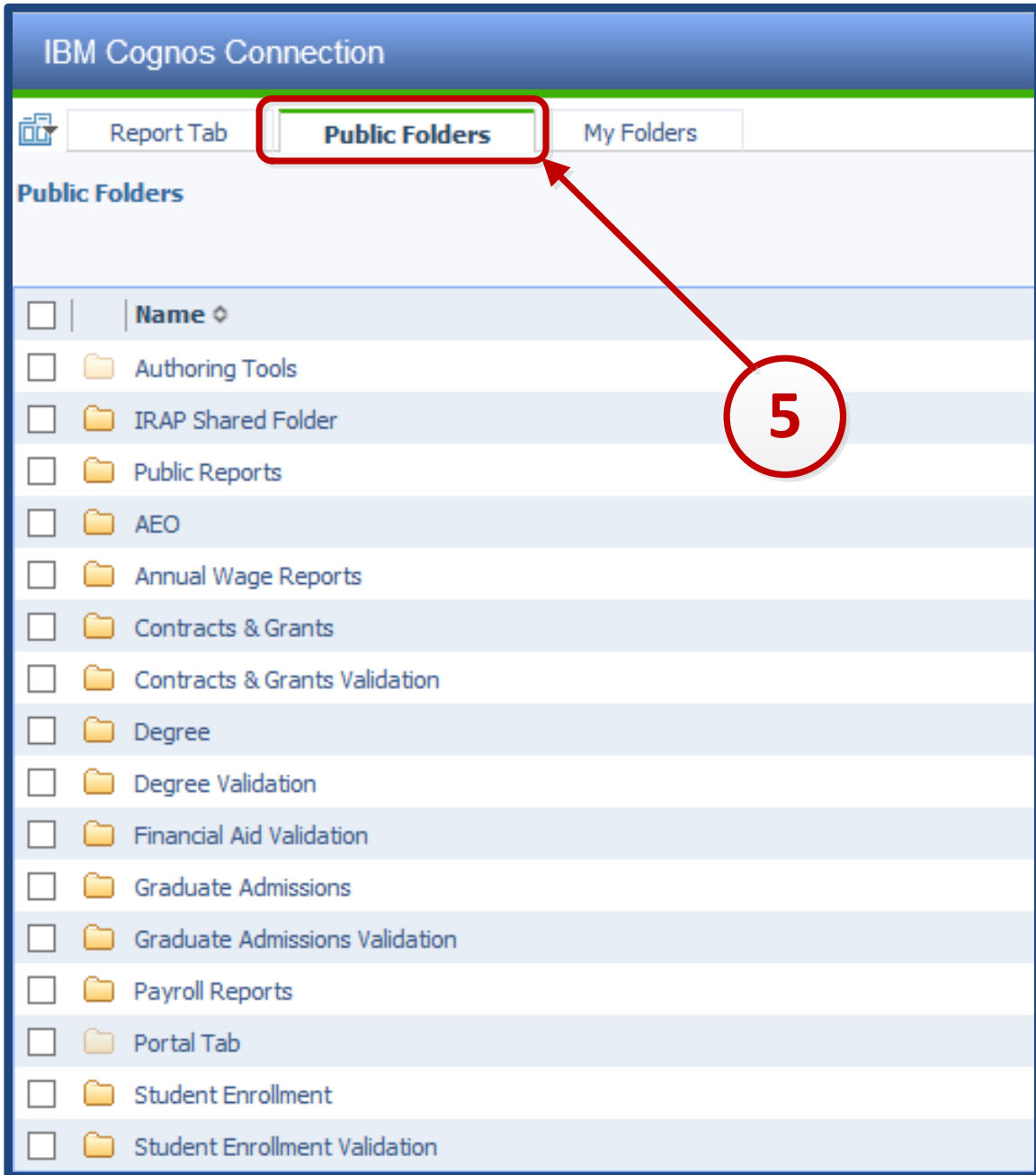
- Use your Windows/AD user name and password.
- If you are associated with another institution, please use your institution's single sign-on function.
- For problems logging in, contact [ServiceDesk](#) or (510) 987-0457.

3. Enter your campus username and password and click on the **LOGIN** button as shown below:

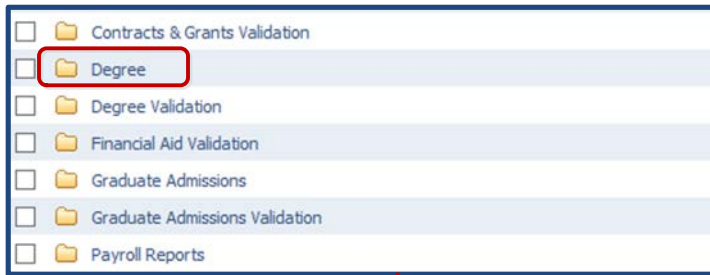
4. The Cognos Reporting landing page will be displayed. Click on **Enter Here** as shown below:



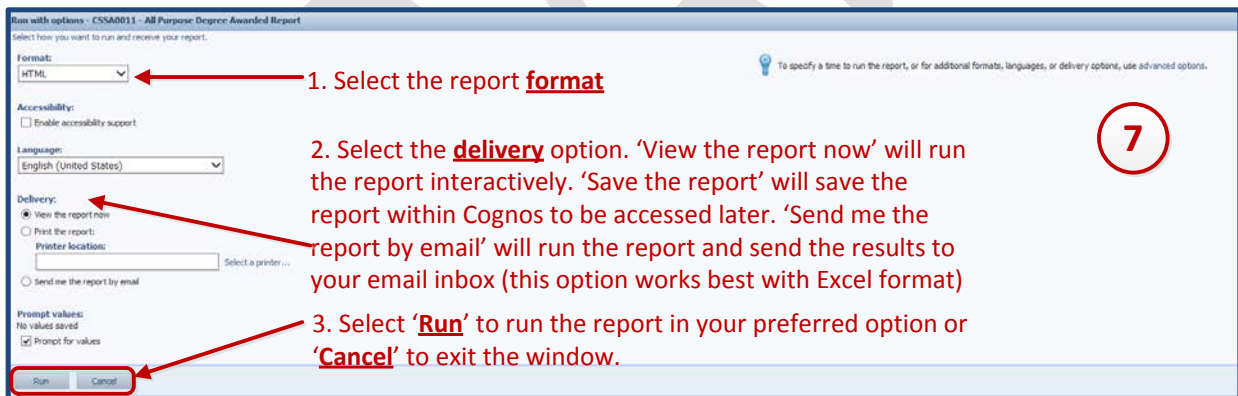
5. Click on the Public Folders tab to view the folders/content areas you have access to. The user in this example has access to quite a few content areas:



6. Click on the folder containing the content area that you would like to run reports against. Navigate through the available folders to find the report you want to run. In the example below, the **Degree** folder has been selected. Click on the blue arrow to the right of the report you would like to run:



7. On the "Run with Options" screen, choose an output format, a delivery option, and click "Run":



For any questions related to the content of this document, contact [Data.Services@ucop.edu](mailto:Data.Services@ucop.edu)