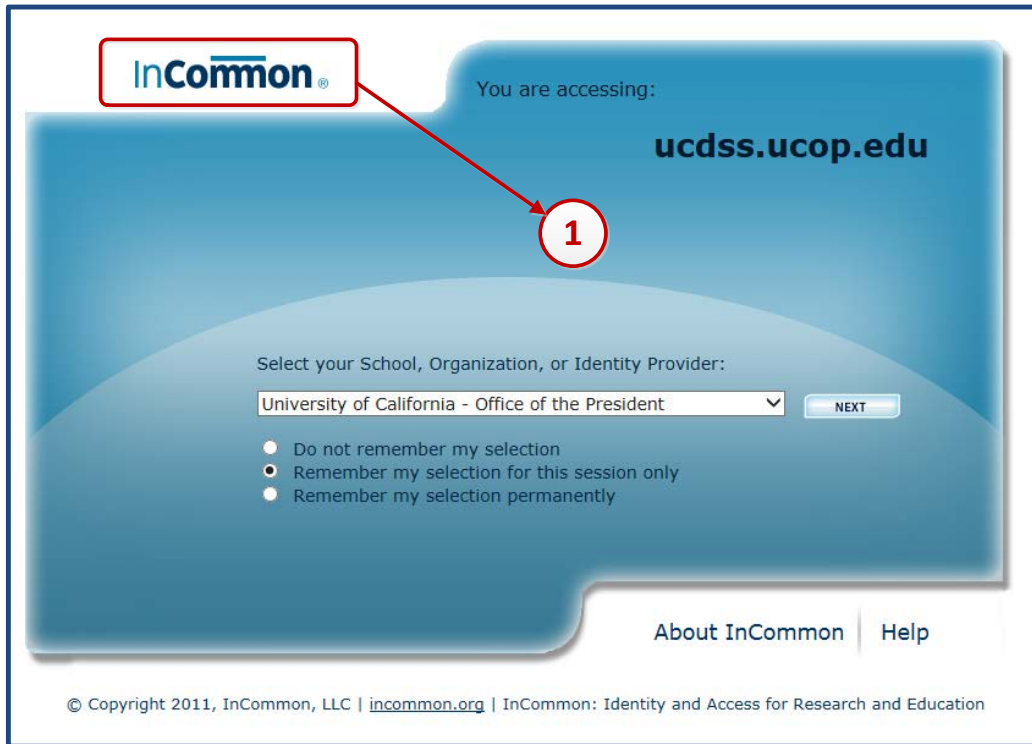


To run a report in Cognos, please follow the instructions outlined below:

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



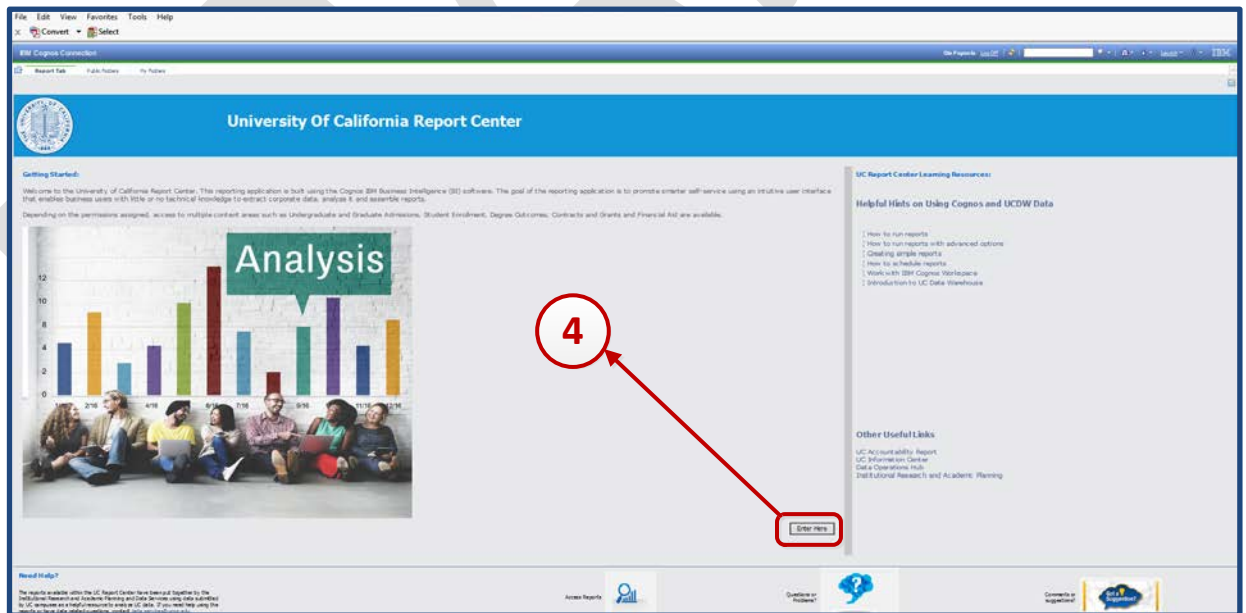
2. Click on the **NEXT** button. You will be presented with the UCOP Applications login page.



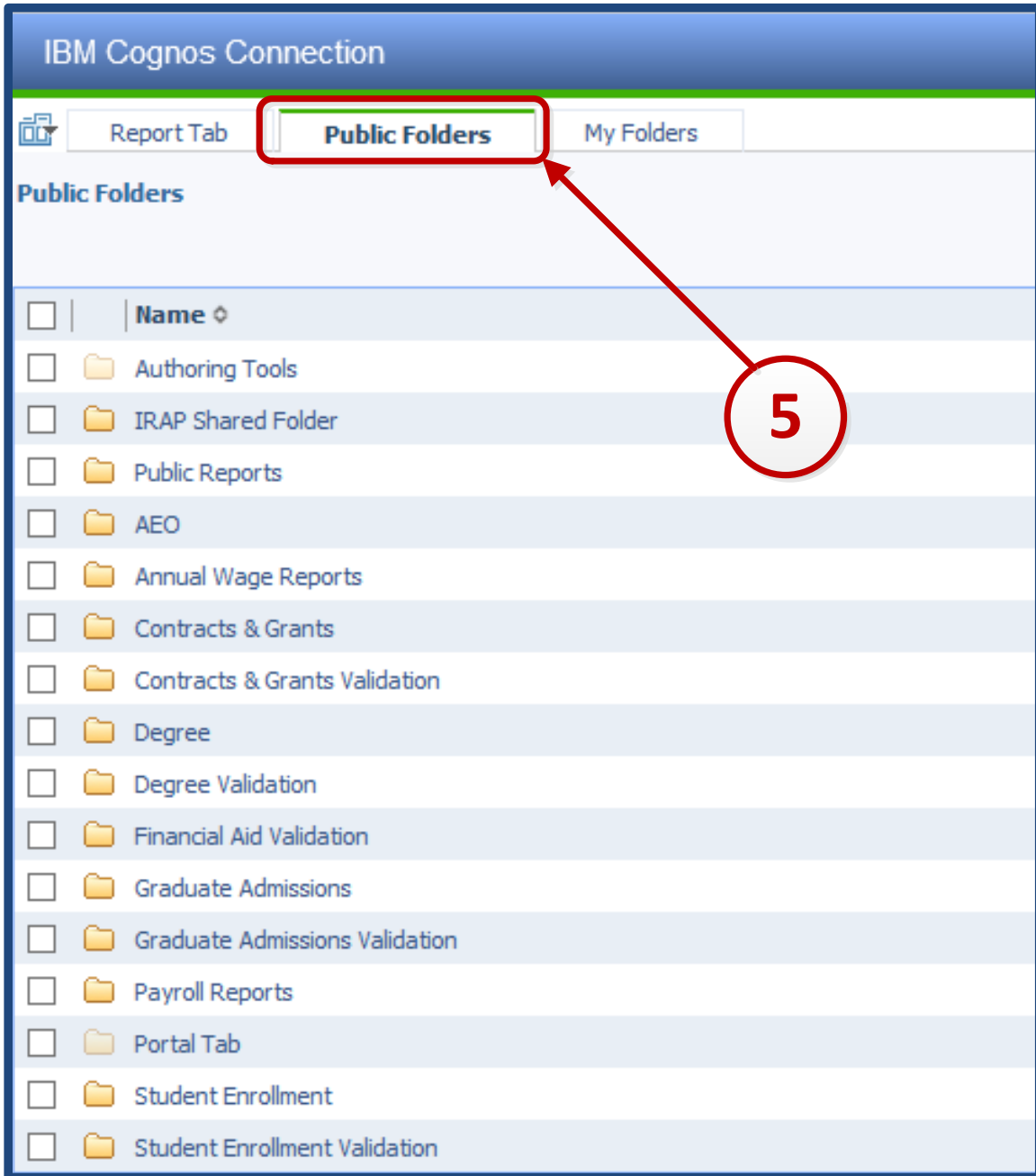
3. Enter your campus username and password and click on the **LOGIN** button as shown below:



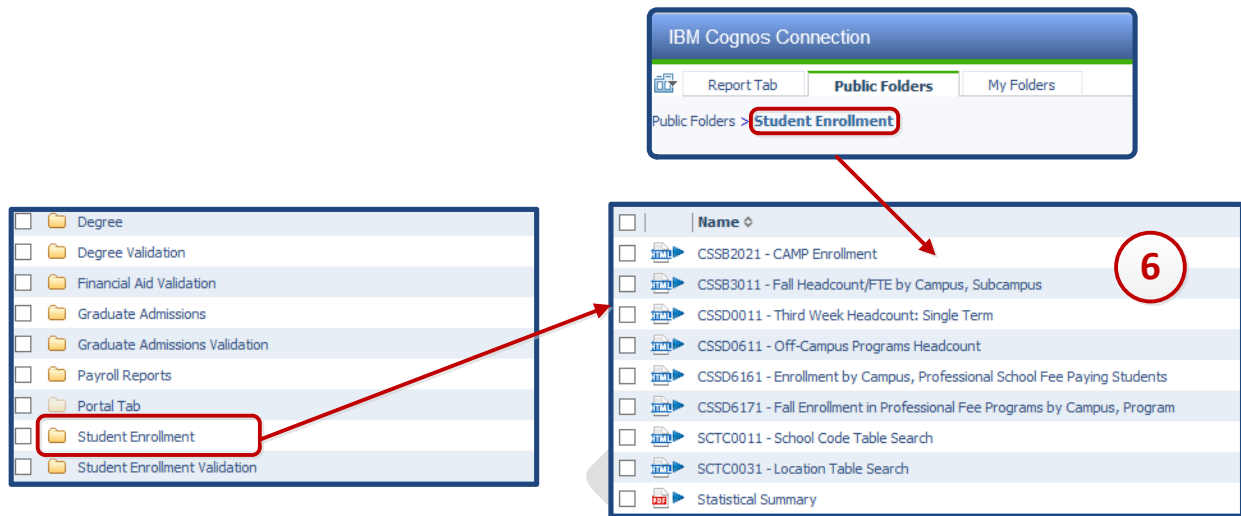
4. The Cognos Reporting landing page will be displayed. Click on **Enter Here** as shown below:



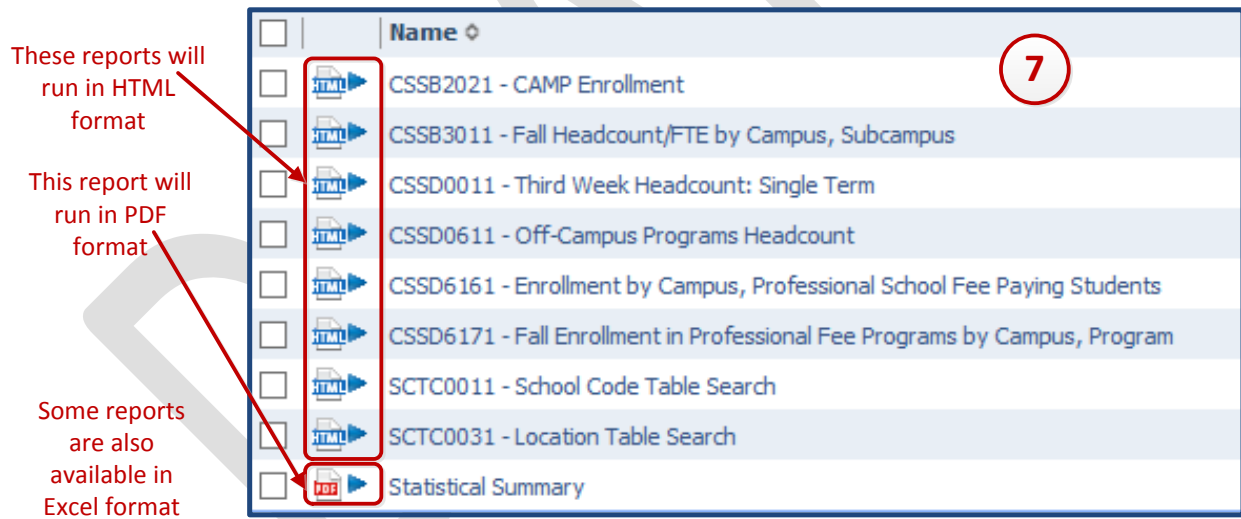
5. Click on the Public Folders tab to view the folders/content areas you have access to. The user in this example has access to quite a few content areas:



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 **Student Enrollment** folder has been selected. You can view the path from public folder to content area at the top left-hand side of the Cognos window:



7. Click on the name of the report you wish to run. The icons to the left of the report indicate the default format for the report:



For any questions related to the content of this document, contact Data.Services@ucop.edu