

To access the new UAT validation reports in Cognos for Degree data, please follow the instructions outlined below:

1. Copy and paste the following link into your browser - <http://data.ucop.edu>. The link will take you to the screen shown below. Use IE (Internet Explorer) browser to open the link and access Cognos, because that's the official recommendation from IBM to Cognos users.

UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

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ABOUT THE UC DATA OPERATIONS HUB

The UC Data Operations Hub is a collaborative effort by UCOP Institutional Research and Academic Planning (IRAP) and Data Services team to support the UC Data Warehouse and the UC Information Center by providing access, support and training on institutional data and data processes to UC employees.

FEEDBACK LOOP

- Is your campus location going through a system reconfiguration or upgrade? Keep us in the loop by sending an email to data.services@ucop.edu and irap@ucop.edu.
- If you have any feedback on the usability of the Cognos validation reports, send us an email at irap@ucop.edu.

USEFUL APPLICATIONS

- [Sign-in to JIRA](#)
- [Sign-in to Smartsheet](#)

ACCESSING THE REPORT CENTER

» [Sign-in to Cognos](#)

Welcome Message

Welcome to the UC Data Operations Hub! This site is aimed at providing information on the UC Data Warehouse (UCDW) and its components which include the UC Information Center website, Business Intelligence and Reporting and Data Validation process.

All questions, comments and suggestions regarding this site can be forwarded via email to irap@ucop.edu.

NOTICE: Campus Input File Re-Submissions

The data being provided to UCOP for systemwide reporting from UC campuses must be validated for accuracy from both a content and format perspective prior to transmission to the systemwide office for processing. UCOP will be able to reload a file **only** if a subsequent file has not been applied to the data warehouse. If a subsequent file has been loaded into the warehouse, retracting the erroneous information will **not** be performed.

2. Click on to “Sign in to Cognos” link in the screen as shown below.

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ACCESSING THE REPORT CENTER

» Sign-in to Cognos ← 1

Welcome Message

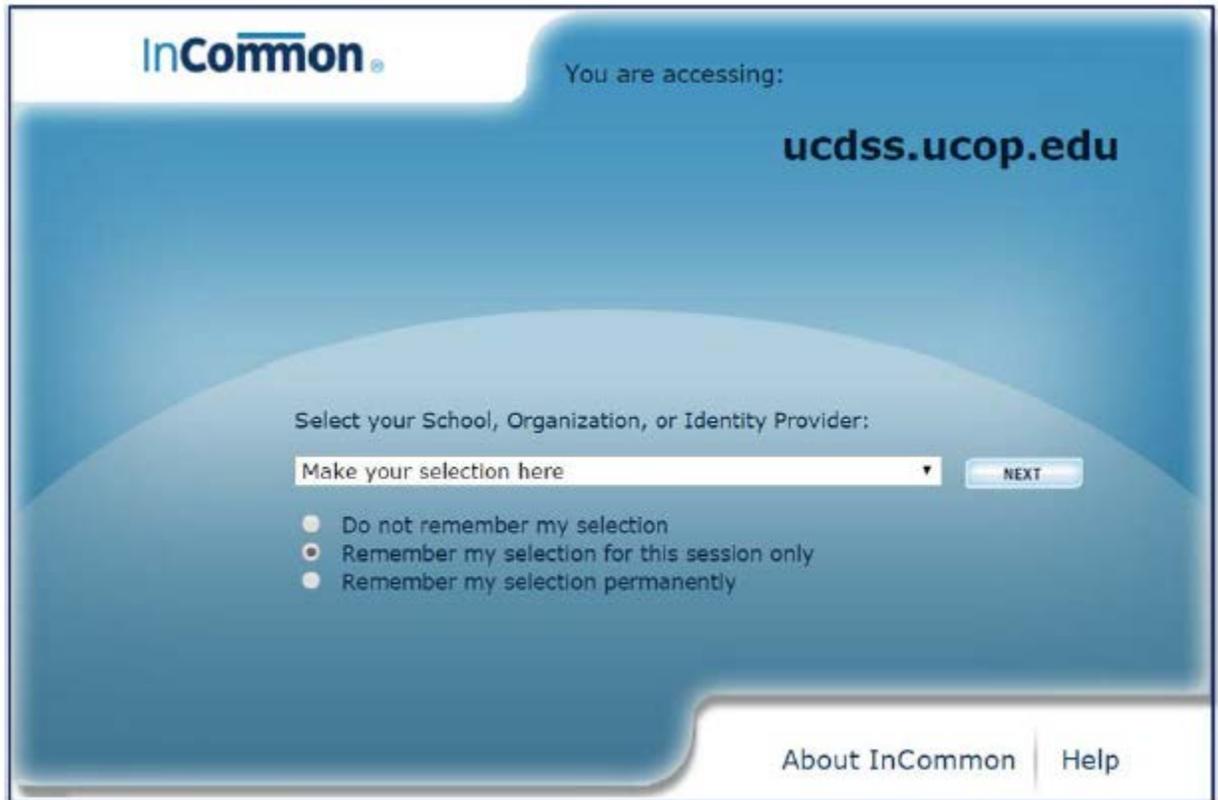
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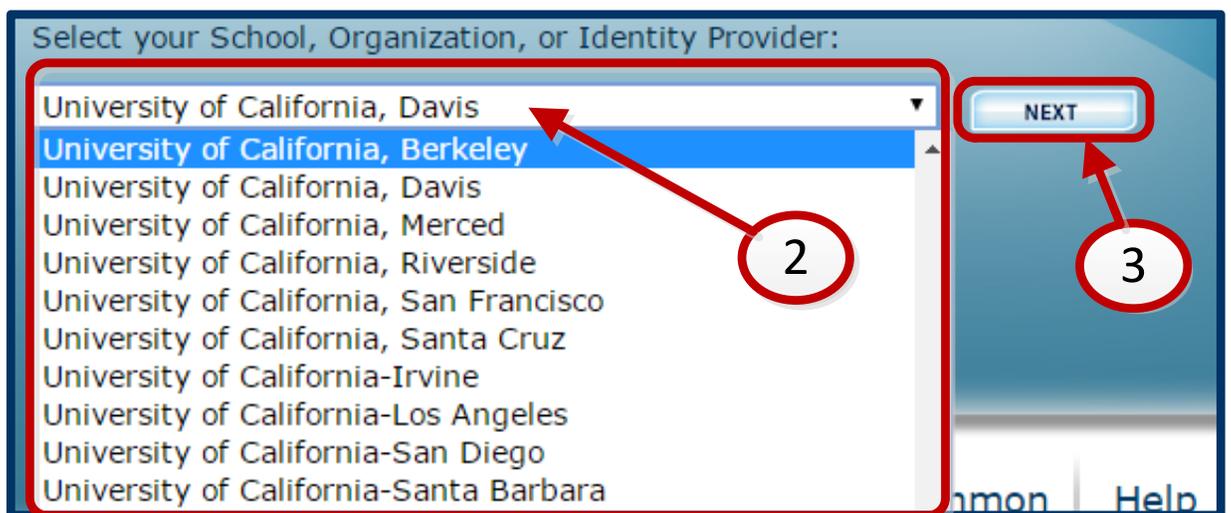
NOTICE: Campus Input File Re-Submissions

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3. Click on the “Sign in to Cognos” link will take you to the screen below



4. Select your campus from the drop down options available and click on the **NEXT** button.



Please note: If you prefer the campus selection from drop down list to remain the same whenever you access the Cognos validation report, click on “Remember my selection permanently” radio button in the screen as shown below

InCommon® You are accessing:
ucdss.ucop.edu

Select your School, Organization, or Identity Provider:

University of California, Davis

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

NEXT

5. Your campus central authentication page will be displayed. Enter your campus username and password and click on the **LOGIN** button as shown below:

UC DAVIS
UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Username:
kmohan

Passphrase:
.....

LOGIN

[Need Help?](#)

Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services.
UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a phishing scam. Delete it without responding.
Be extremely wary of messages that ask you to enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call the IT Express Computing Services Help Desk at 530-754-HELP (4357).
Copyright © Regents of the University of California, Davis campus. All Rights Reserved.

6. New campus contacts or users not having access to Cognos validation reports will see the access request screen as shown below. Verify the User email specified and enter justification reason for requesting access to Cognos Validation reports. Then, click on the **Submit** button.

UNIVERSITY of CALIFORNIA *It starts here*

Request Access to UCOP Decision Support System (DSS)

User ID : userid
First name : First Name
Last Name : Last Name
User Email : email

Justification/Reason :

6b →

← **6a**

For questions please contact DSS Application Administrator at : ucdss@ucop.edu

Once submitted, you will see the below screen. UCOP's data services team will send an email when the privileges are granted after approval.

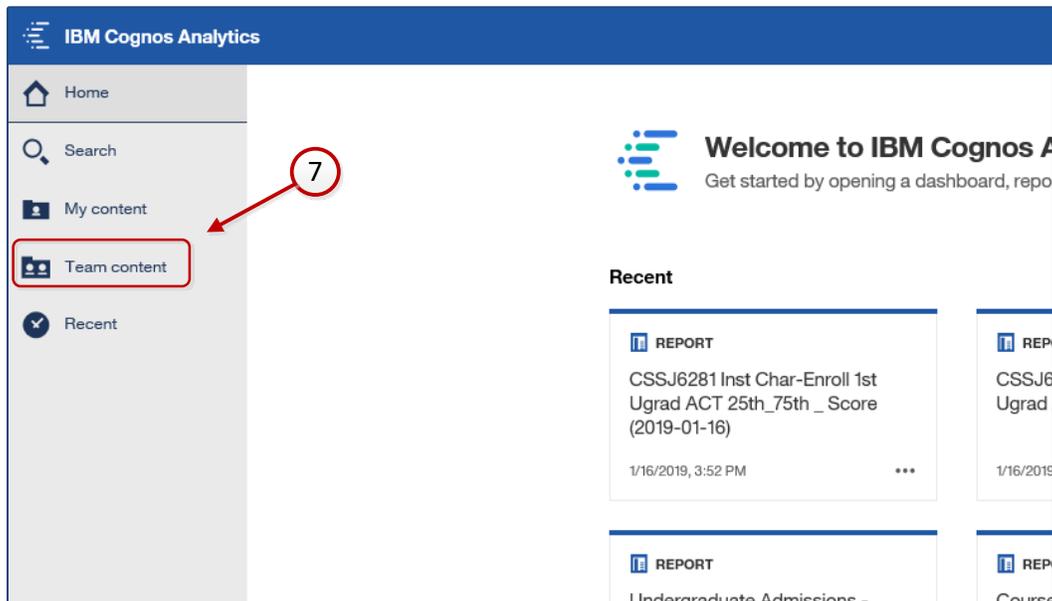
UNIVERSITY of CALIFORNIA *It starts here*

Request Approval

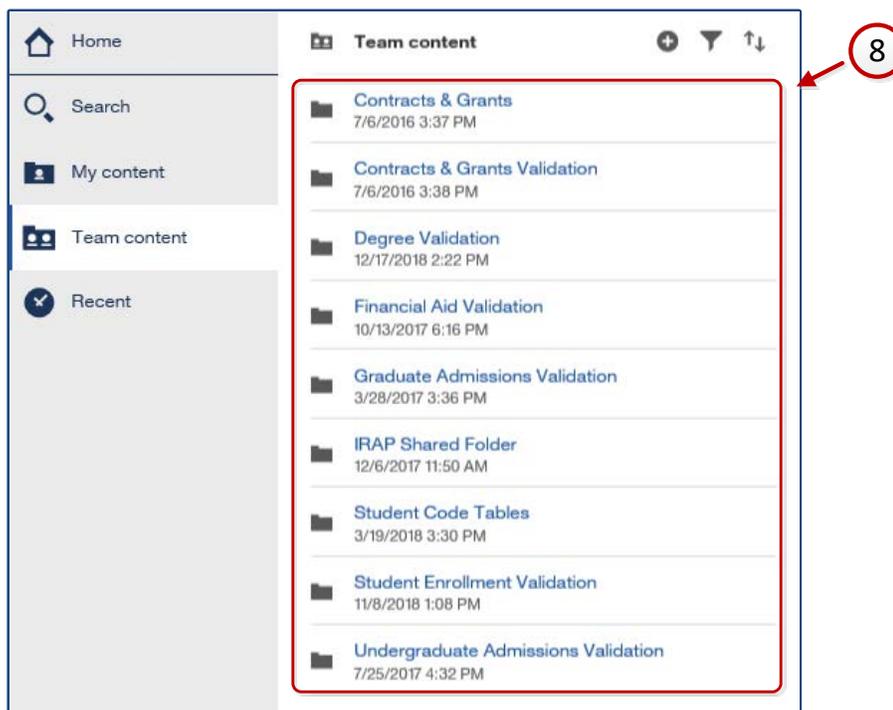
Your request has been submitted for approval. An email will be sent once the privileges are granted.

For questions please contact DSS Application Administrator at : ucdss@ucop.edu

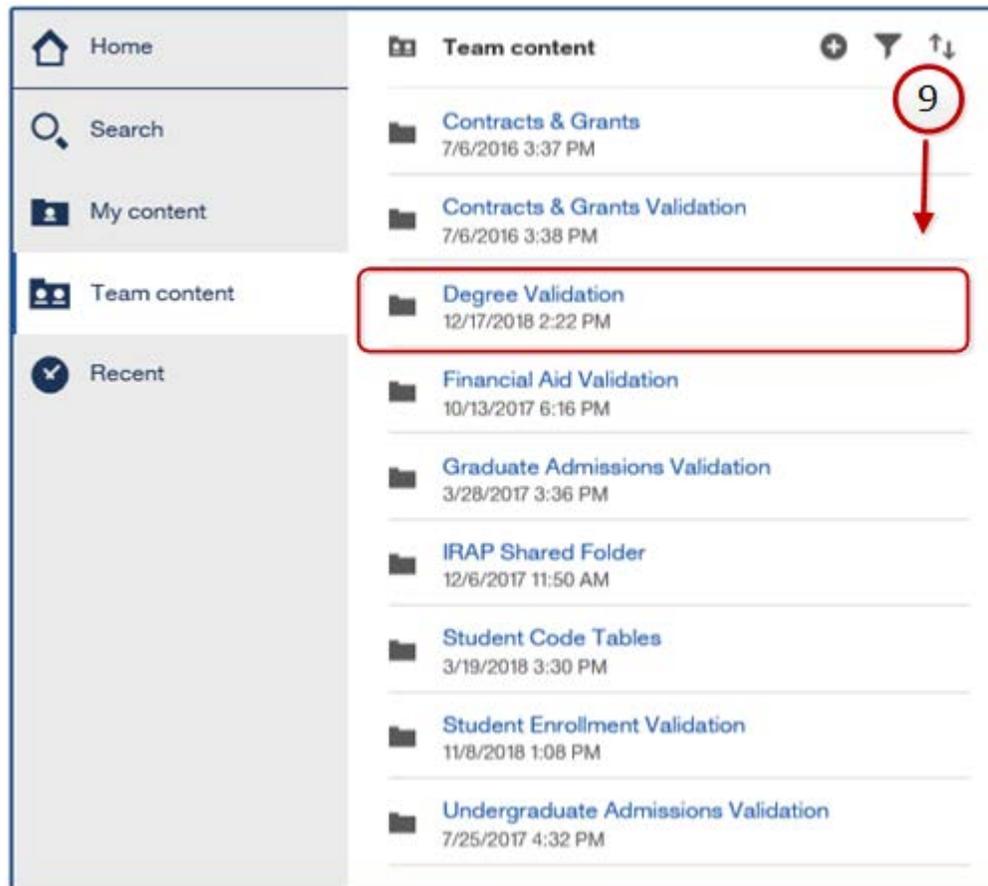
7. Click on “Team Content” on the left



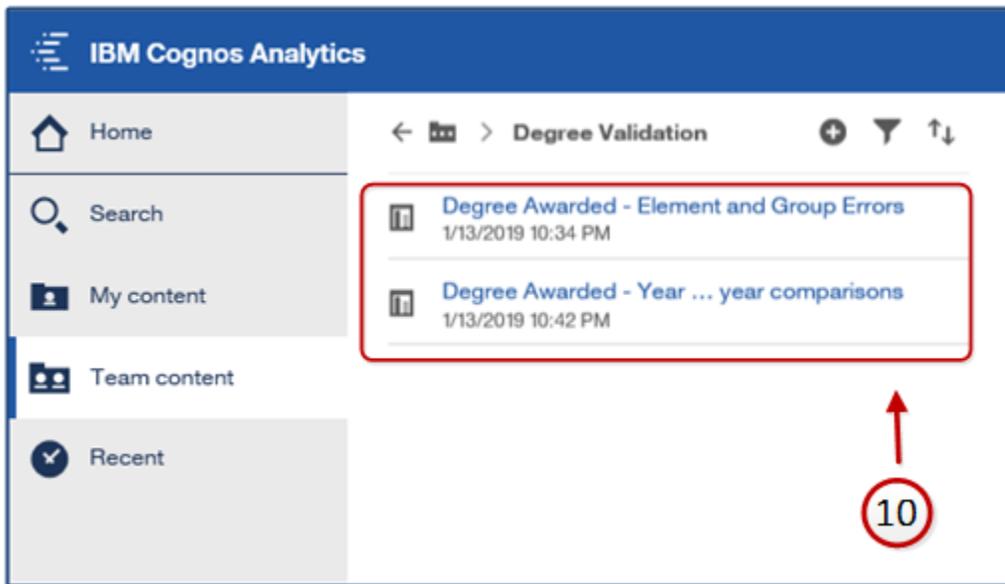
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.



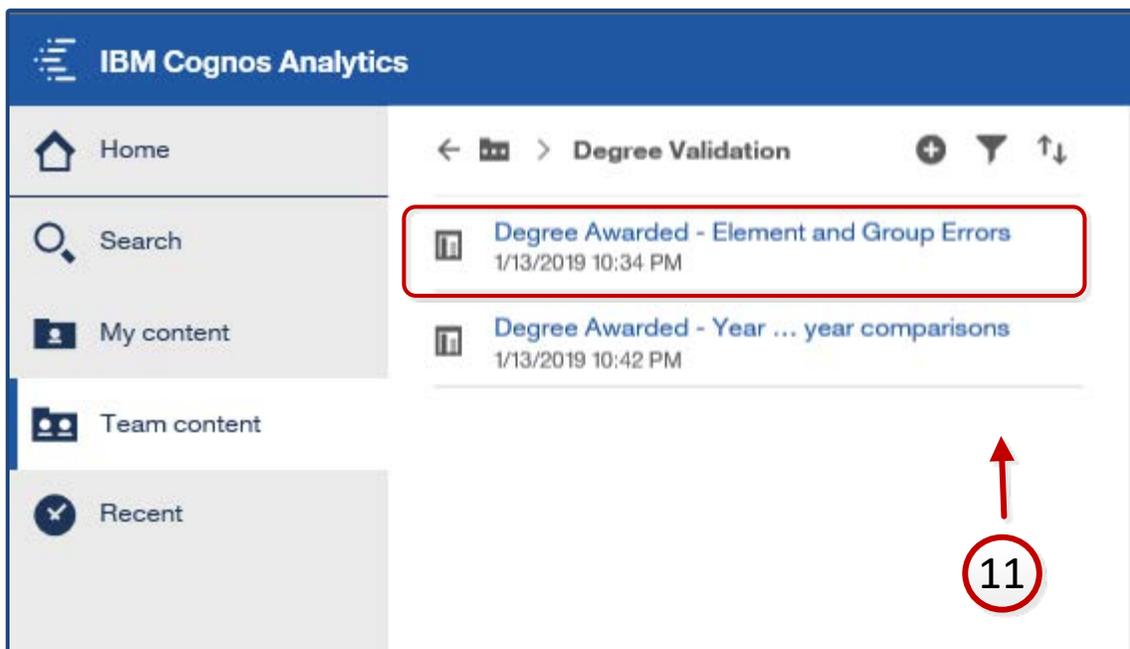
8. Click on the folder **Degree Validation** to validate Degree Awarded data on the input file provided by your campus.



9. Degree Awarded-Element and Group Errors and Degree Awarded – Year over year comparisons will be displayed as shown below.



10. Click on the **Degree Awarded – Element and Group Errors** link as shown below, to validate severe, element and group errors in Degree Awarded data provided by your campus.



11. Enter the File year, File Type (Annual or Summer) and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

UNIVERSITY OF CALIFORNIA

Degree Awarded - Element and Group Errors

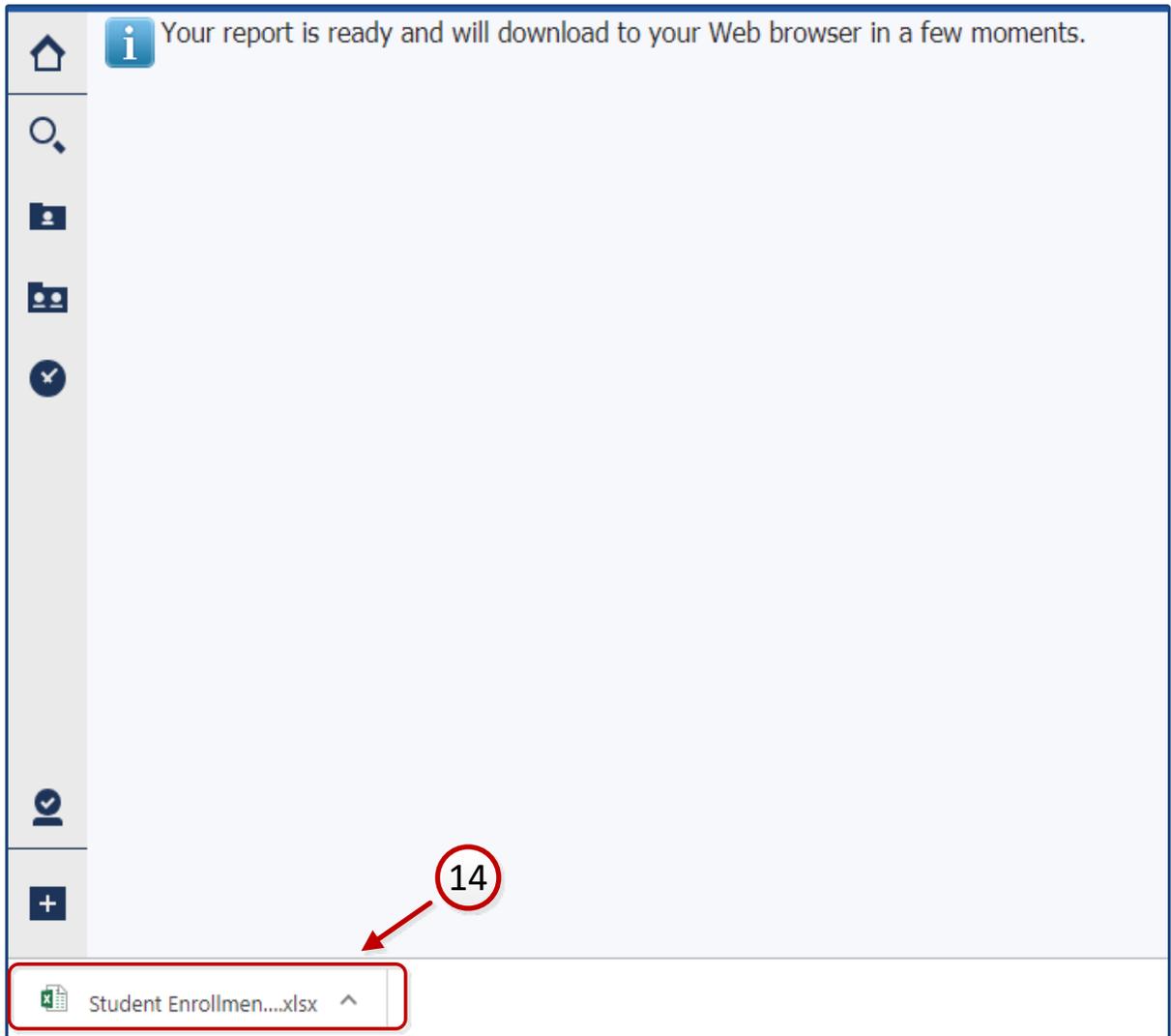
File Year: 2017

File Type: Annual

Campus Location: Berkeley

Cancel Execute Report

12. In the prompt that appears, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user in this example clicks on the **Open** button to view the report.



13. Degree Awarded - Element and Group Error Validation report opens up and the **Summary Page** sheet displays the count of Severe errors, Element errors and Group errors as shown below.

UNIVERSITY OF CALIFORNIA

Report Run Date: Jan 13, 2019 10:34:29 PM
File Name: Degrees Awarded - 2017 - Annual - Berkeley

Records Written: 11,823
Severe Errors: 0

Reference No.	Element	Count of Errors
H010	Date of Birth	0
H020	Sex Code	11
H040	Home Location Code	751
H060	Citizen Status Code-Student	0
T230	Last School Attended Code	0
T250	School Charged Code	0
L040	High School Graduated From Code	0
H920	Ethnic_IPEDS_New_Hispanic_Reg	0
H921	Ethnic_IPEDS_New_Africn_Reg	15
H922	Ethnic_IPEDS_New_AmInd_Reg	0
H923	Ethnic_IPEDS_New_AsiReg	0

Summary Page_1 | Severe Errors_2 | Sex Code (H020)_3 | Home Location Code (H040)_4 | Group 1 ...

14. **Severe Errors** sheet details the severe errors in student enrollment data provided by your campus. In the below example, there are no severe errors in the Degree data.

Severe Errors

No Data Available

Summary Page | Severe Errors | Last School Attended Code (T2) | School Charged Code (T250) | High School Graduated From Co

- Details on element errors will be available in different sheets. Example shown below has details on the element error in **Last School Attended Code** submitted by campus in Degree Awarded data.

T230 Last School Attended Code
Last School Attended Code (T230) must be in the list of applicable schools

Count of Errors: 3

Identification Number-Student (A020)	Reference No.	Element Name	Last School Attended Code (T230)
12345667	T230	Last School Attended Code	L03459
23456788	T230	Last School Attended Code	991788
34567888	T230	Last School Attended Code	L02111

Apr 24, 2017 12:22:06 PM

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Summary Page | Last School Attended Code (T230) | School Charged Code (T250) | High School Graduated From Co

- If there are group errors in the Degree Awarded data provided by your campus, details on Group errors will be available in different sheets. Example report shown has no group errors and hence Group Error sheets are not present.

- Click on the **Degree Awarded – Year over year comparisons** to compare the data provided for the current year and file type with the data provided for the same file type of the previous academic year. For example, if the current file year/file type is Annual 2014, the year-over-year comparisons will display comparison data for Annual 2014 and Annual 2013.

Home | Degree Validation

Search

My content

Team content

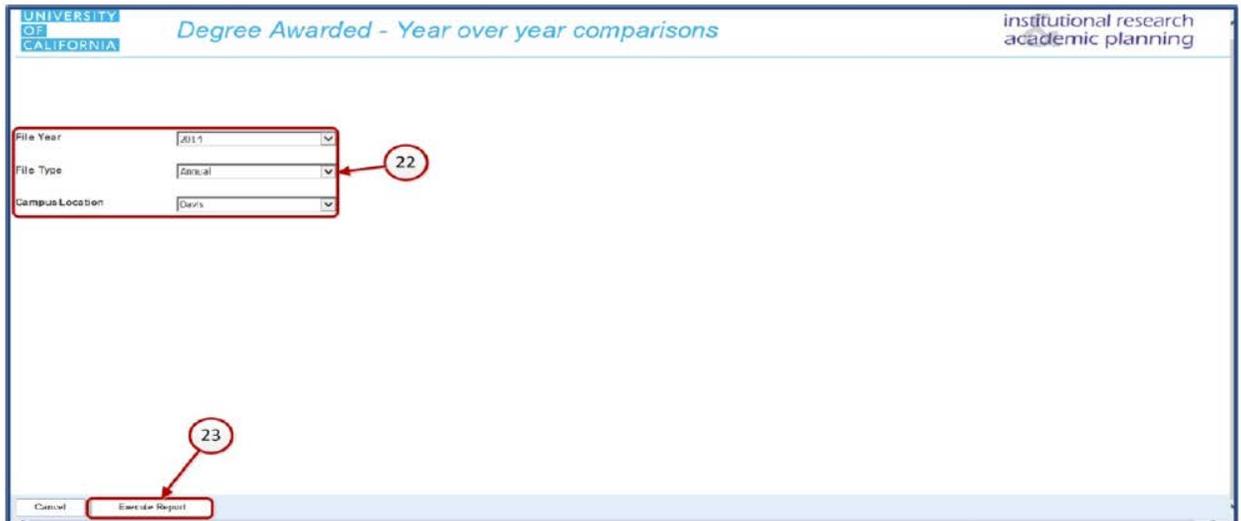
Recent

Degree Awarded - Element and Group Errors
1/13/2019 10:34 PM

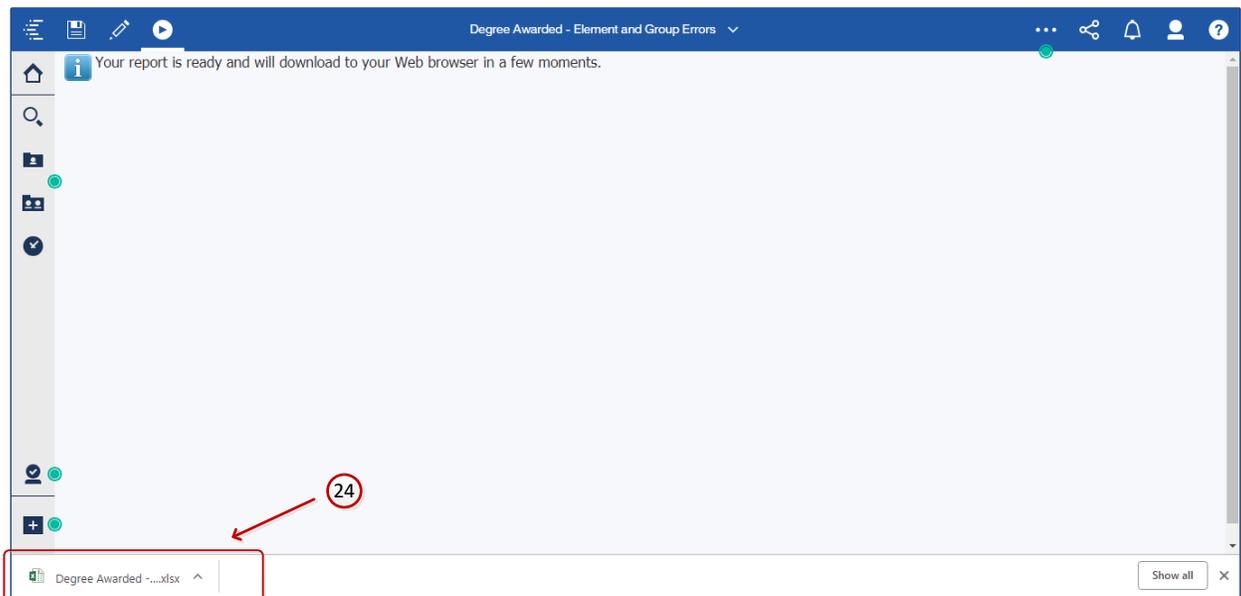
Degree Awarded - Year over year comparisons
1/13/2019 10:42 PM

21

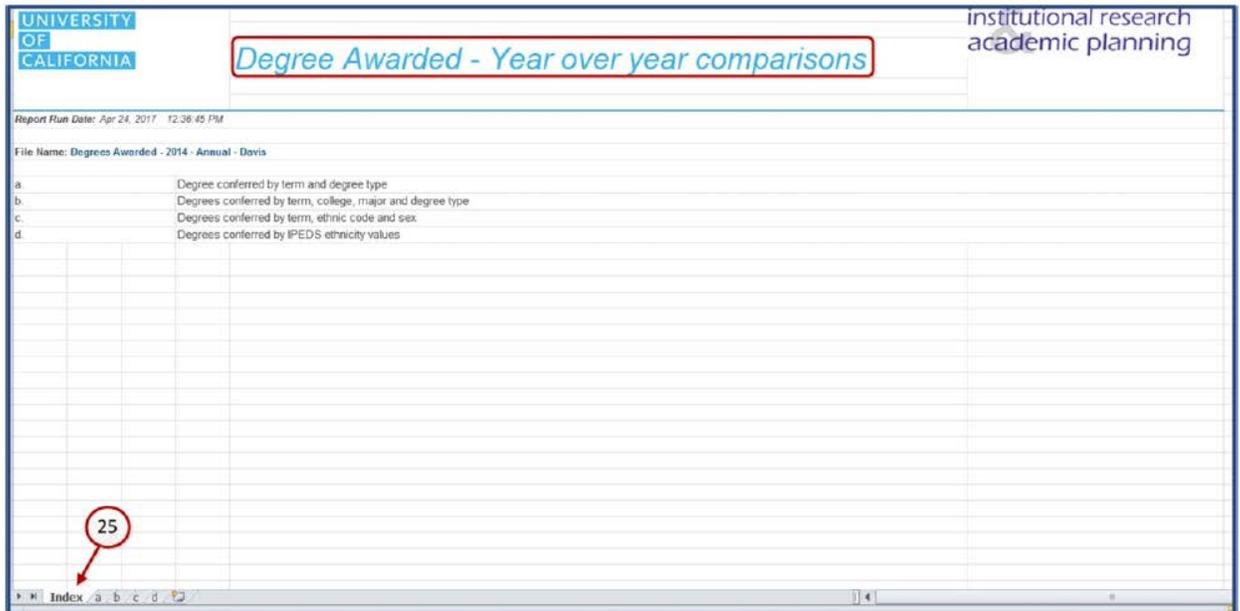
18. Enter the File year, File Type (Annual or Summer) and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.



19. In the prompt that appears, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user in this example clicks on the **Open** button to view the report.



20. Degree Awarded – Year over year comparison opens up and the **Index** sheet titles the reports available in different sheets.



21. Click on different sheets to validate degree awarded data for the file year, file type and the campus selected. Example below shows the report on **Sheet a** – Degree conferred by term and degree type.

Degree conferred by term and degree type							
Term	Degree Code	Degree Name	Previous Year	Current Year	Change	Percent Change	
2	02	BACHELOR OF ARTS	504	391	-113	-22%	
	05	BACHELOR OF SCIENCE	572	549	-23	-4%	
	08	MASTER OF ARTS	22	17	-5	-23%	
	11	MASTER OF BUSINESS ADMINISTRATION	24	10	-14	-58%	
	17	MASTER OF ENGINEERING	1	0	-1	-100%	
	22	MASTER OF LAWS	5	3	-2	-40%	
	25	MASTER OF PREVENTATIVE VETERINARY MEDICINE	3	4	1	33%	
	27	MASTER OF PUBLIC HEALTH	2	1	-1	-50%	
	28	MASTER OF SCIENCE	140	110	-30	-21%	
	36	DOCTOR OF EDUCATION	2	2	0	0%	
	39	DOCTOR OF MEDICINE	5	3	-2	-40%	
	43	DOCTOR OF PHILOSOPHY	163	126	-37	-23%	
	47	JURIS DOCTOR	2	4	2	100%	
	55	OTHER CREDENTIALS	0	4	4		
	62	BACHELOR OF ARTS & SCIENCES	3	3	0	0%	
	72	MASTER OF ADVANCED STUDY	0	3	3		
	80	POST-BACCALAUREATE CERTIFICATE (OTHER THAN CREDIT)	0	1	1		
	81	POST-MASTER'S CERTIFICATE	1	1	0	0%	
3	02	BACHELOR OF ARTS	374	356	-18	-5%	
	05	BACHELOR OF SCIENCE	525	487	-38	-7%	
	08	MASTER OF ARTS	127	131	4	3%	
	11	MASTER OF BUSINESS ADMINISTRATION	21	10	-11	-52%	
	17	MASTER OF ENGINEERING	1	0	-1	-100%	
	22	MASTER OF LAWS	0	1	1		
	25	MASTER OF PREVENTATIVE VETERINARY MEDICINE	1	4	3	300%	
	27	MASTER OF PUBLIC HEALTH	1	3	2	200%	
	28	MASTER OF SCIENCE	113	94	-19	-17%	
	36	DOCTOR OF EDUCATION	3	4	1	33%	
	43	DOCTOR OF PHILOSOPHY	108	83	-25	-23%	
	55	OTHER CREDENTIALS	1	0	-1	-100%	
	62	BACHELOR OF ARTS & SCIENCES	11	4	-7	-64%	
	72	MASTER OF ADVANCED STUDY	0	1	1		

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