Running Reports in IBM Cognos

UNIVERSITY OF CALIFORNIA

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

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

InC	ommon You are accessing: ucdss.ucop.edu
	Select your School, Organization, or Identity Provider:
	 Do not remember my selection Remember my selection for this session only Remember my selection permanently
© Copyright 20	About InCommon Help

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	
Password:	ogin
 Use your Windows/AD user name and password. If you are associated with another institution, please use you For problems logging in, contact <u>ServiceDesk</u> or (510) 987-0 	r institution's single sign-on function. 457.



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

University of California It Starts Here	
UCOP Applications Login	
UCOP User name: opopoola	\mathbf{k}
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 in: For problems logging in, contact <u>ServiceDesk</u> or (510) 987-0457 	stitution's single sign-on function. 3

4. Click on the "Team Content" tab to view the folders/content areas you have access to. The user in this example has access to quite a few content areas:

A Home					25.55	
Q Search	Welcome to the UC Get started by opening a dashi	Report Center				
Team content	Recent		Show more.	Quick reference		
S Recent	REPORT	REPORT	REPORT	✓ Get started		
	Student Enrollment - Element and Group Error Validation	Degree Awarded - Year over year comparisons	College Table Search	Cverview		
	9/6/2010 1.47 PM	8/14/2018 1-11 PM	8/14/2018 1.08 PM +++	Sample data		
			-	> Support		
	Degree Table Search	Degree Awarded - Element and Group Errors	Student Enrolment Validation Report - Year over year comparisons			
	8/56/2018 1:06 PM	8/14/2018 105 PM +++	6/7/2018 9:37 AM			
📰 New 🐵						

5. Select your campus from the drop down options available and click on the **<u>NEXT</u>** button.

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Select your School, Organization, or Identity	Provider:	
University of California, Davis		NEXT
University of California, Berkeley	▲	
University of California, Davis		1
University of California, Merced		
University of California, Riverside		(3)
University of California, San Francisco		
University of California, Santa Cruz		
University of California-Irvine		
University of California-Los Angeles		
University of California-San Diego		
University of California-Santa Barbara	1	mon Help

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

In Cormo	N ® You are accessing:
	ucdss.ucop.edu
Sele	ct your School, Organization, or Identity Provider:
Uni	versity of California, Davis
	Do not remember my selection Remember my selection for this session only Remember my selection permanently

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

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



7. Click on "Team Content" on the left

🔐 UC Report Center		Welcome 🗸			O UC Links	 ۵	2	0
Home G Search T My content Torm content	Get started by opening a dashb	Report Center	Show more	Quick reference				
Pecent	Student Enrolment - Element and Group Error Validation	Degree Awarded - Year over year comparisons	College Table Search	Get started Overview Get started videos				
	9-6-2019 1-87 PM ***	6/62008 tri PM	8/14/2010 1:08 PM +++	Sample data Support				
	Degree Table Search	E REPORT Degree Awarded - Element and Group Errors	Student Enrollment Validation Report - Year over year comparisons					
	8/16/2018 1:00 PM	8/34/2018 1.05 PM ····	6/7/2018 9:37 AM					
Ta New •								

8. The validation reports that you have access to will be displayed as shown below. Select the subject area, and then the report that you wish to run.

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🚊 IBM Cognos Analytic	S
A Home	← 🖿 → Student Enrollment 🕒 🍸 ↑↓
O Search	■ IPEDS 5/24/2018 9:35 AM
My content	CCC UC Enrollment Match for ARCC 5/9/2018 1:45 PM
Team content	CSSB2021 - CAMP Enrollment 5/5/2017 1:23 PM
Recent	CSSB3011 - Fall Headcount Subcampus 11/6/2017 12:15 PM
	CSSB3031 - Average Units Subcampus 8/16/2017 1:54 PM
	CSSD0011 - Third Week He Single Term 5/2/2018 11:58 AM
	CSSD0111 - Third Week H Year Average 4/18/2018 11:17 AM
	CSSD0311 - Summer He Hours and FTE 8/11/2017 10:18 AM
🔮 Manage 🤇	CSSD0611 - Off-Campus Pr Headcount 2/1/2016 11:27 AM
+ New	CSSD0711 - Self-su Headcount and FTE 10/23/2017 2:04 PM