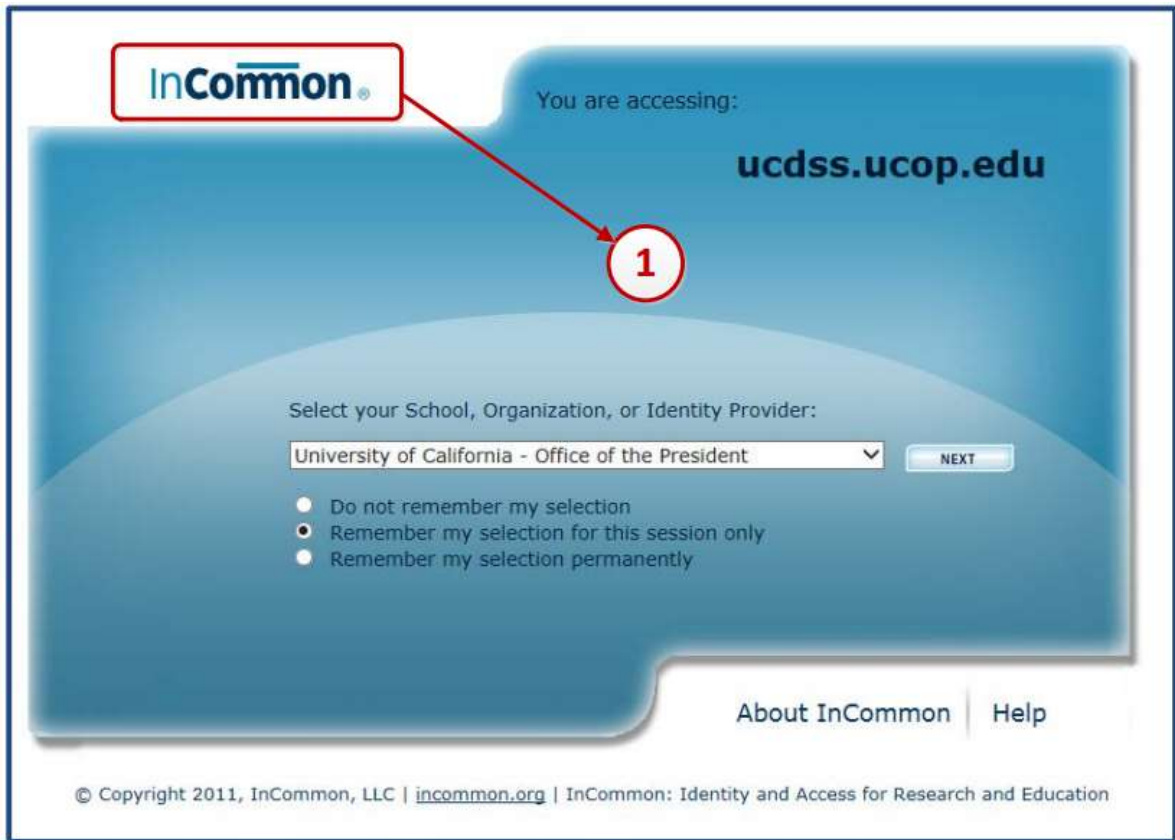


To run a report in Cognos, please follow the instructions outlined below:

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



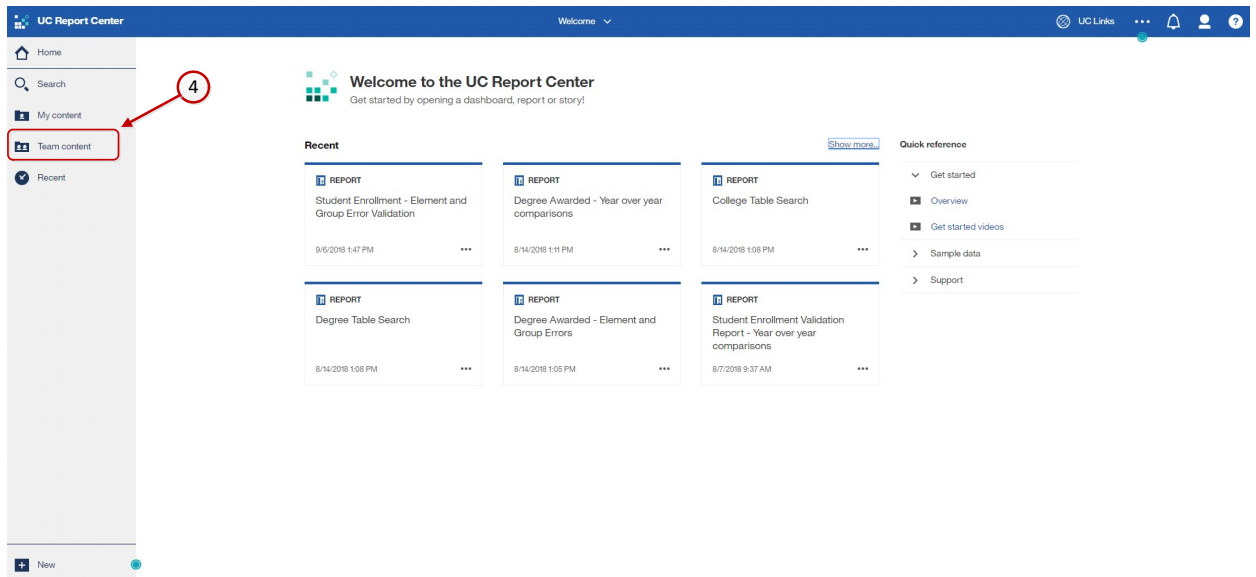
2. Click on the NEXT button. You will be presented with the UCOP Applications login page



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



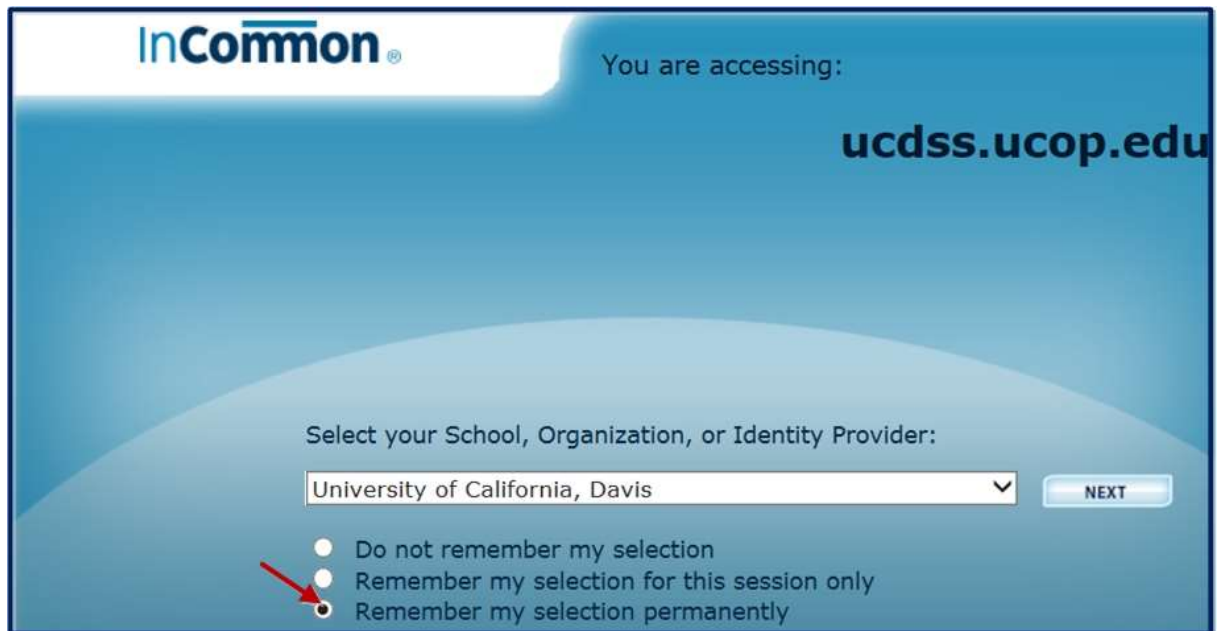
4. Click on the "Team Content" tab to view the folders/content areas you have access to. The user in this example has access to quite a few content areas:



5. 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

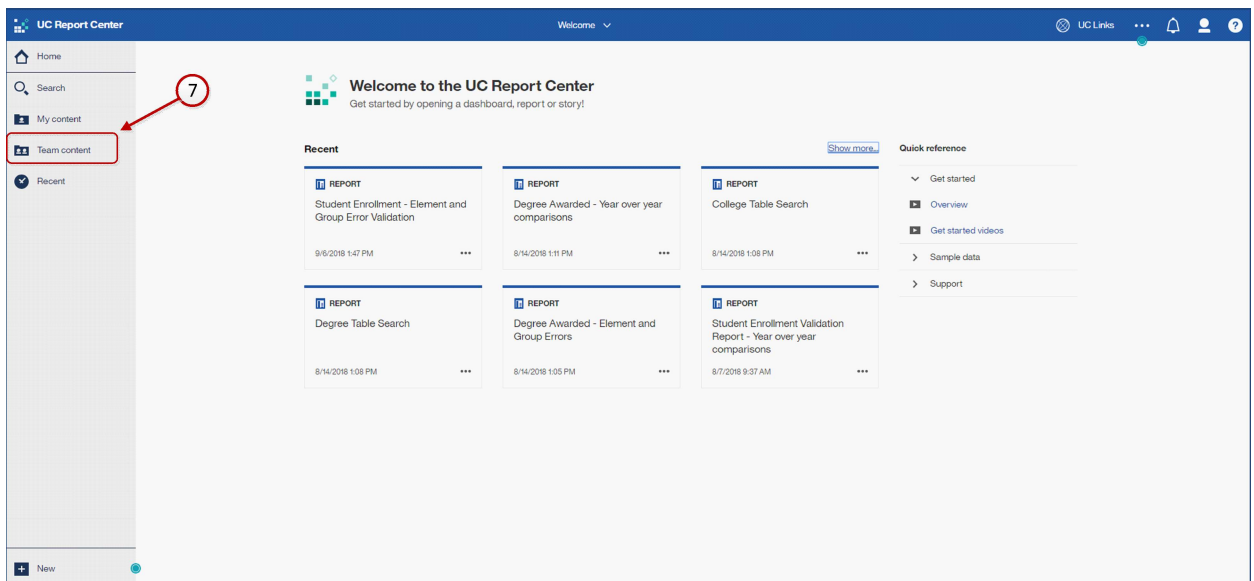


5. Your campus central authentication page will be displayed. Enter your campus username and password and click on the **LOGIN** button as shown below:

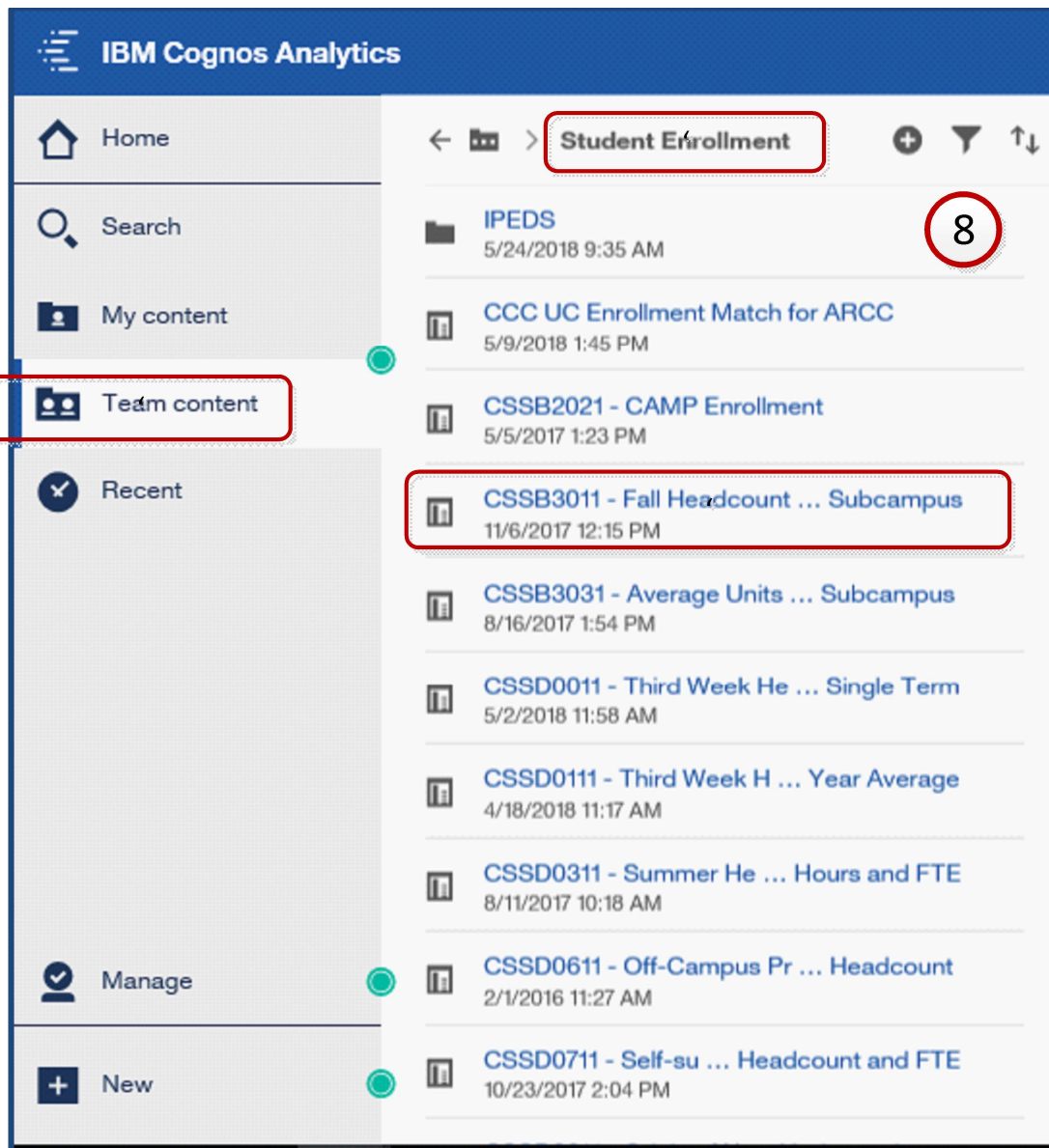
Once submitted, you will see the screen below. UCOP's data services team will send an email when the privileges are granted after approval.



7. Click on "Team Content" on the left

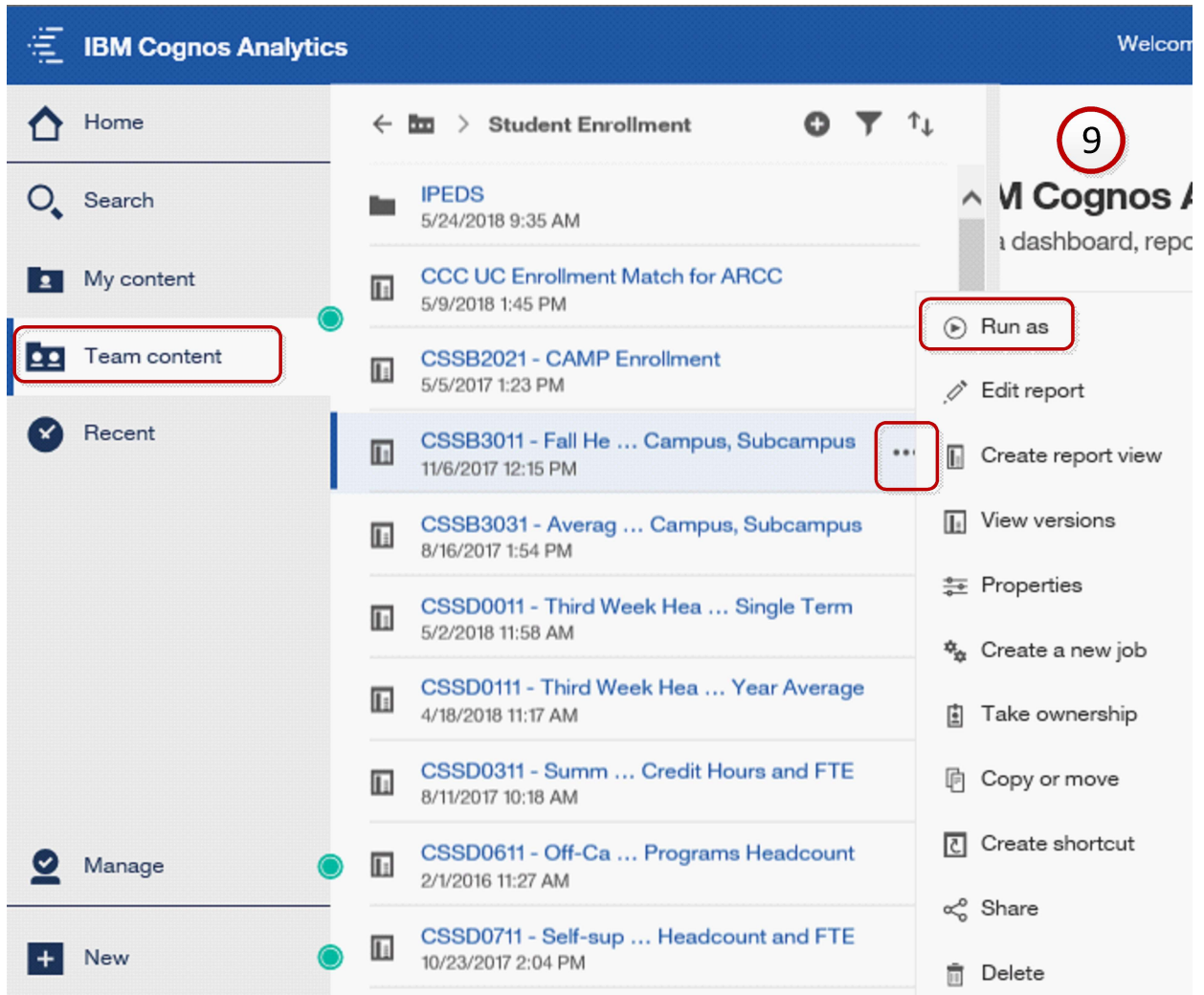


8. The validation reports that you have access to will be displayed as shown below. Select the subject area, and then the report that you wish to run.



- To run with advanced options, select the three dots to the right of your report, and select “Run As”. From here, you can run the report with a different format, or run it in the background

without waiting for it to complete.



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