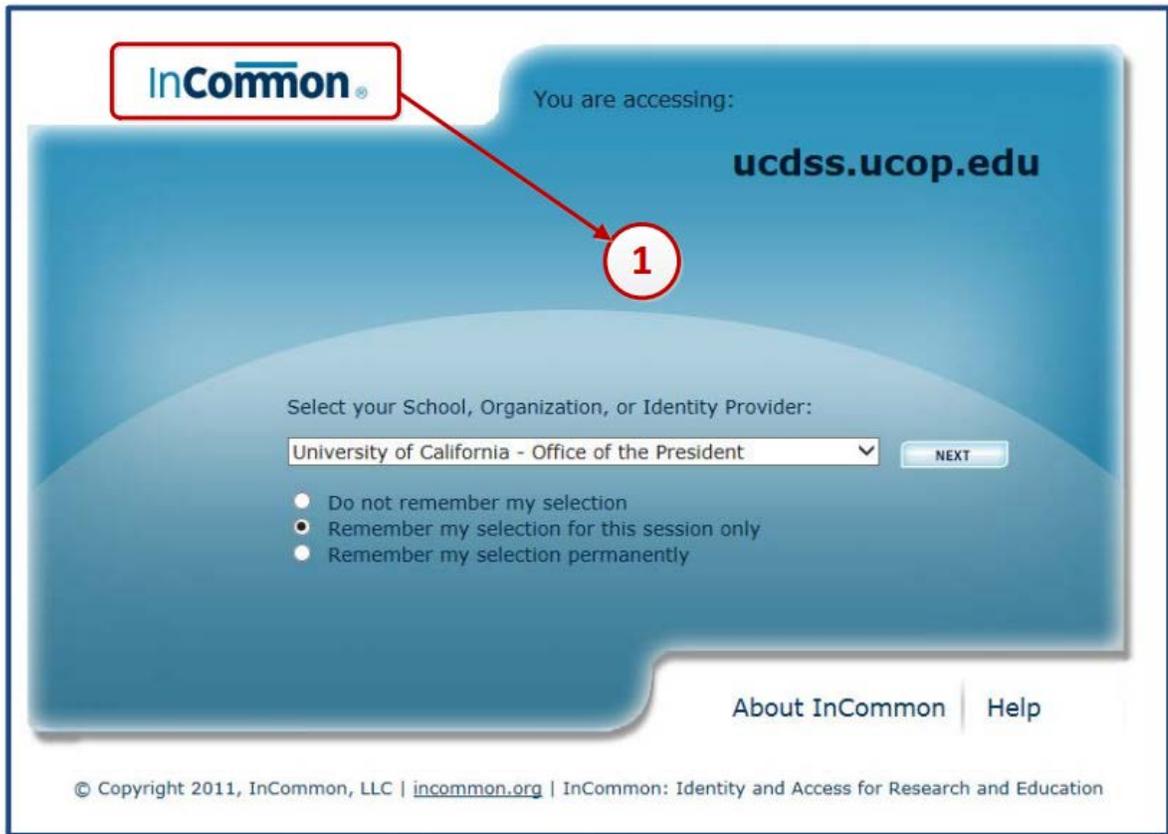


To run a report in Cognos, please follow the instructions outlined below:

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



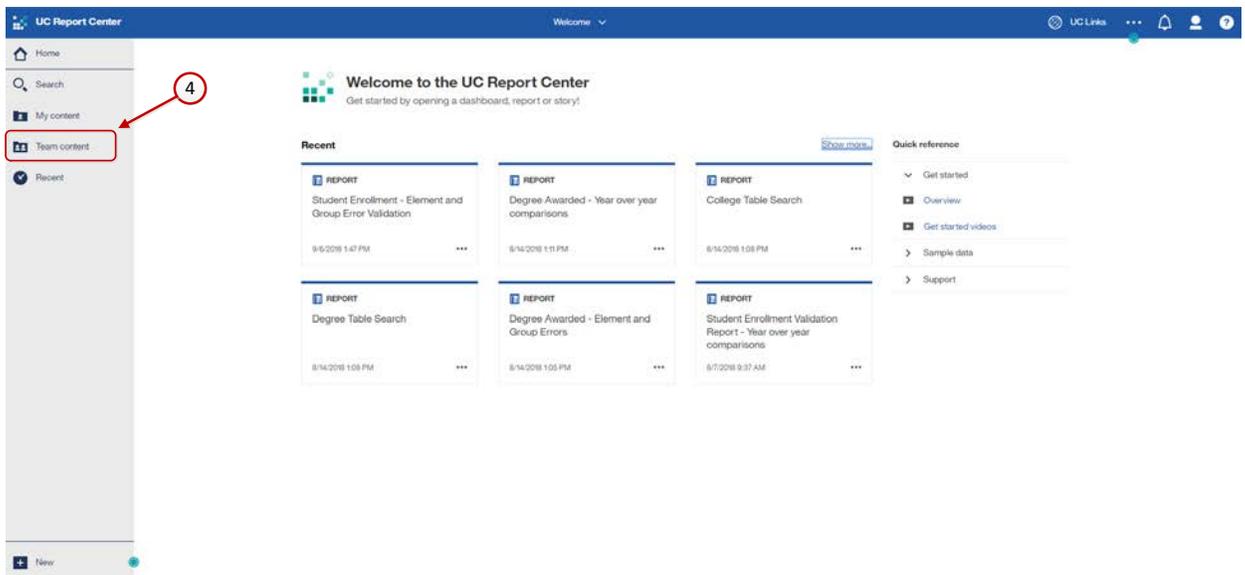
2. Click on the NEXT button. You will be presented with the UCOP Applications login page



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



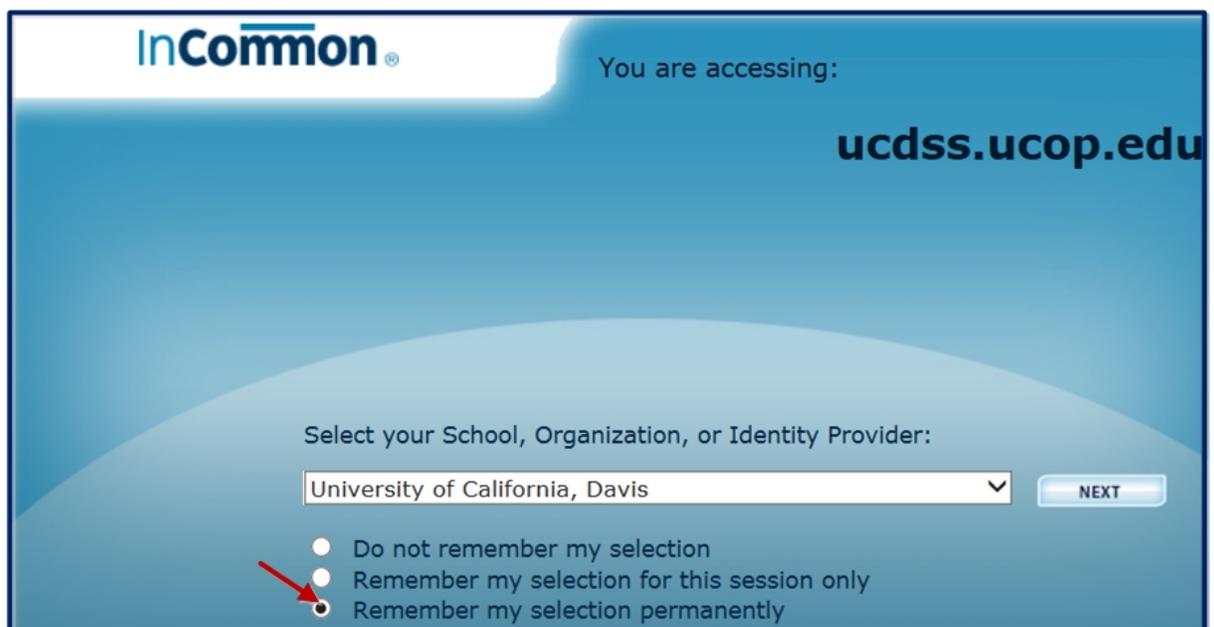
4. Click on the “Team Content” tab to view the folders/content areas you have access to. The user in this example has access to quite a few content areas:



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

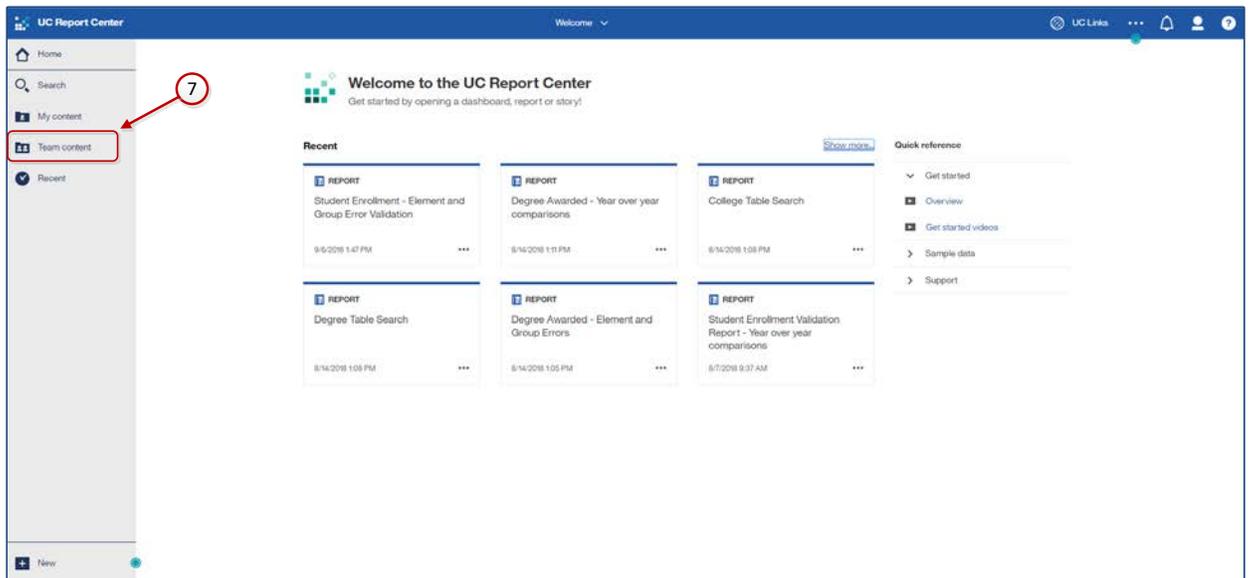


5. Your campus central authentication page will be displayed. Enter your campus username and password and click on the **LOGIN** button as shown below:

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.

The screenshot displays the IBM Cognos Analytics interface. On the left, a navigation sidebar includes 'Home', 'Search', 'My content', 'Team content' (highlighted with a red box), 'Recent', 'Manage', and 'New'. The main content area shows a list of reports under the 'Student Enrollment' category (also highlighted with a red box). The reports listed are:

- IPEDS (5/24/2018 9:35 AM) - circled with a red '8'
- CCC UC Enrollment Match for ARCC (5/9/2018 1:45 PM)
- CSSB2021 - CAMP Enrollment (5/5/2017 1:23 PM)
- CSSB3011 - Fall Headcount ... Subcampus (11/6/2017 12:15 PM) - highlighted with a red box
- 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)
- CSSD0611 - Off-Campus Pr ... Headcount (2/1/2016 11:27 AM)
- CSSD0711 - Self-su ... Headcount and FTE (10/23/2017 2:04 PM)