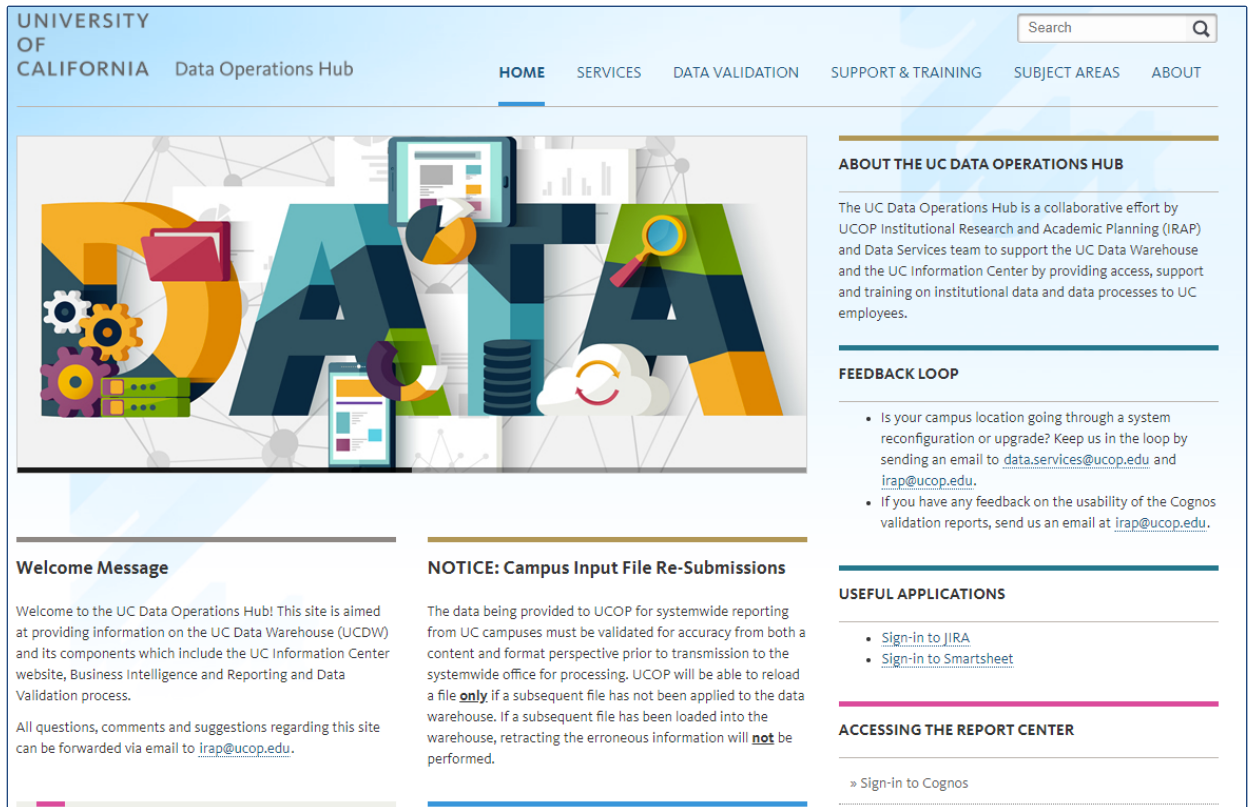UNIVERSITY
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To access the new UAT validation reports in Cognos for Graduate Admissions data, please follow the instructions outlined below:

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.

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

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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

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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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.

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

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7. Click on "Team Content" on the left
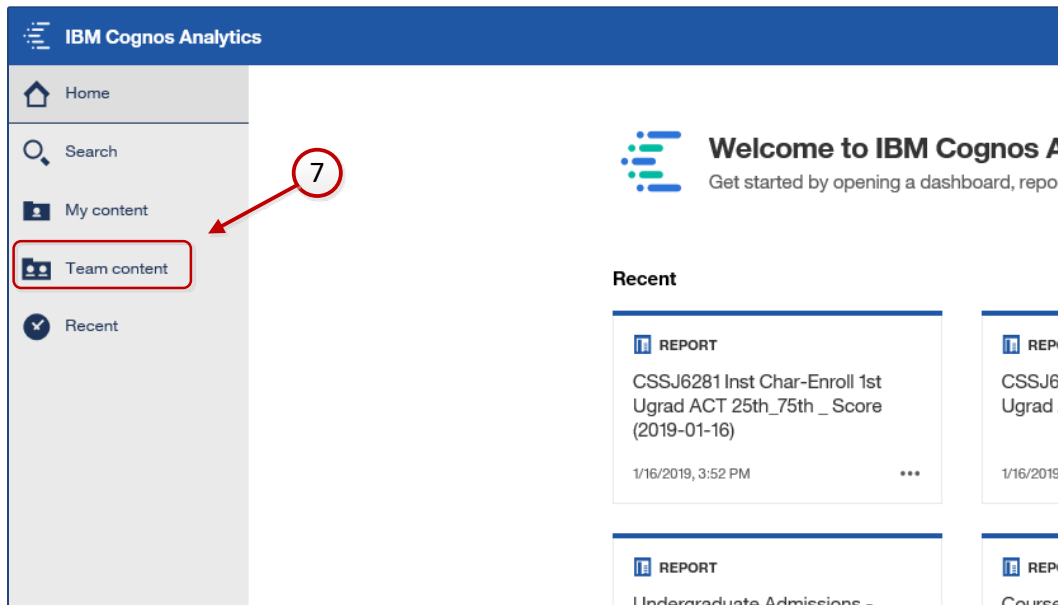
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.
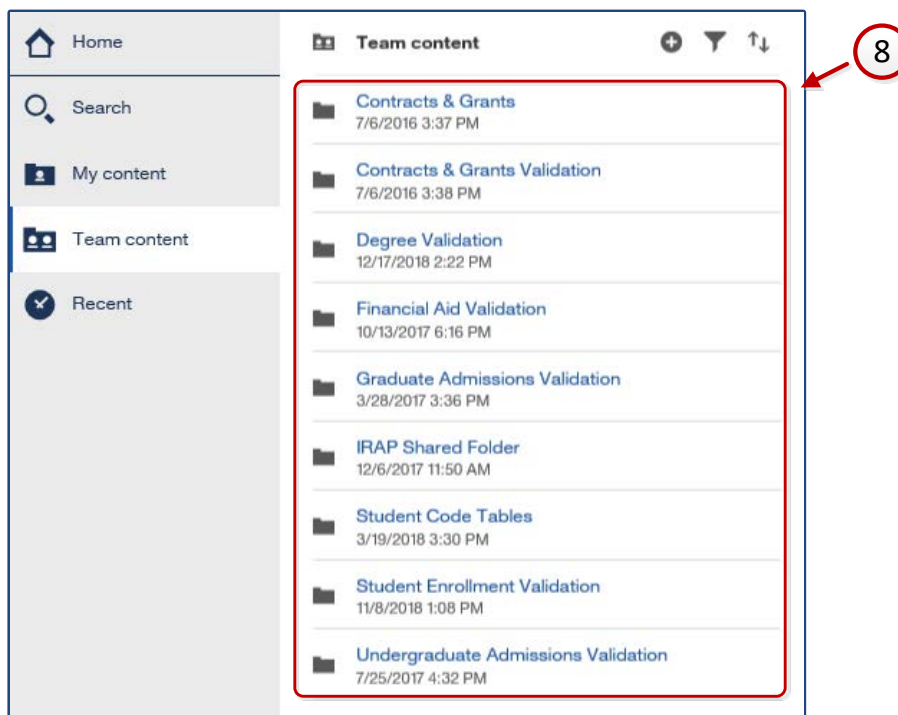
8. Click on the folder **Graduate Admissions Validation** to validate Graduate Admissions data on the input file provided by your campus.

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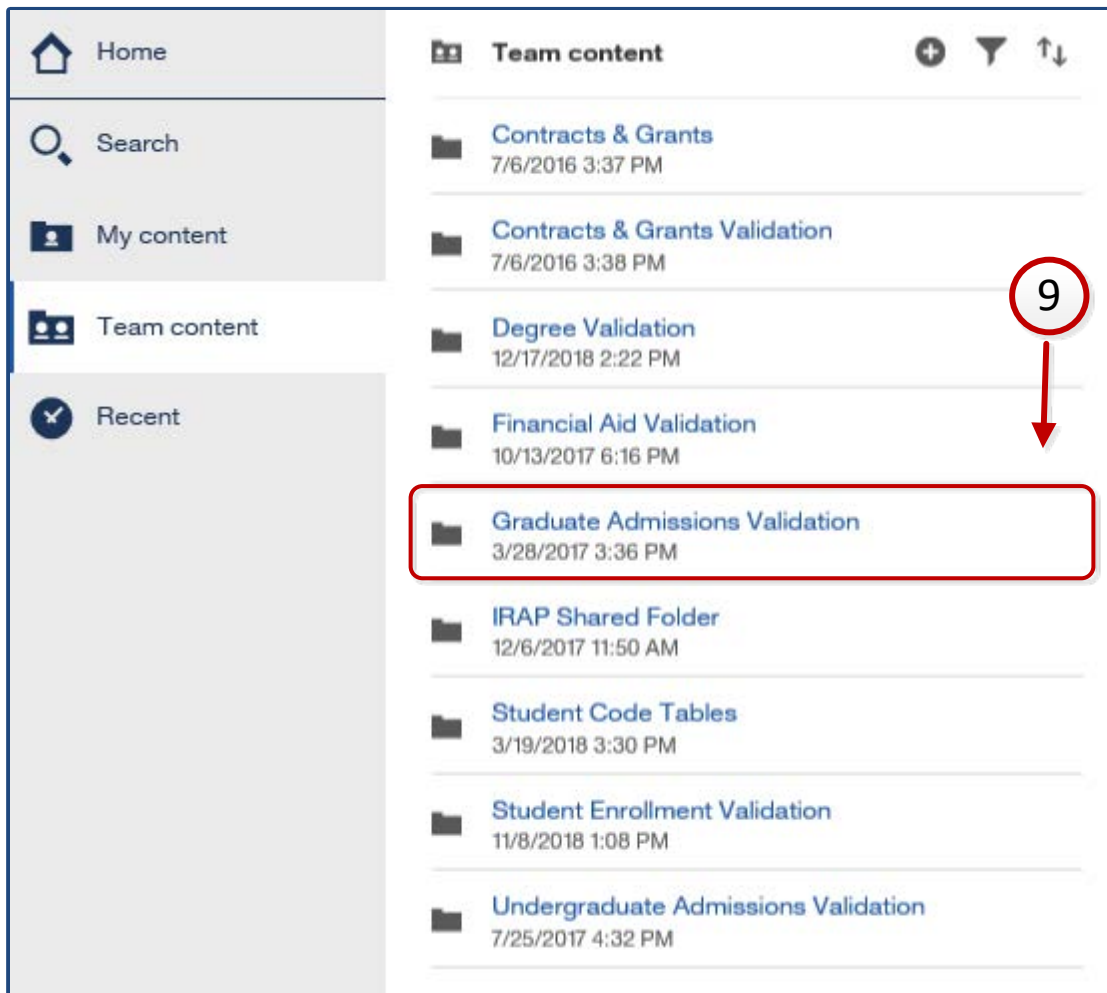
9. Graduate Admissions-Element and Group Errors and Graduate Admissions – Year over year comparisons will be displayed as shown below.
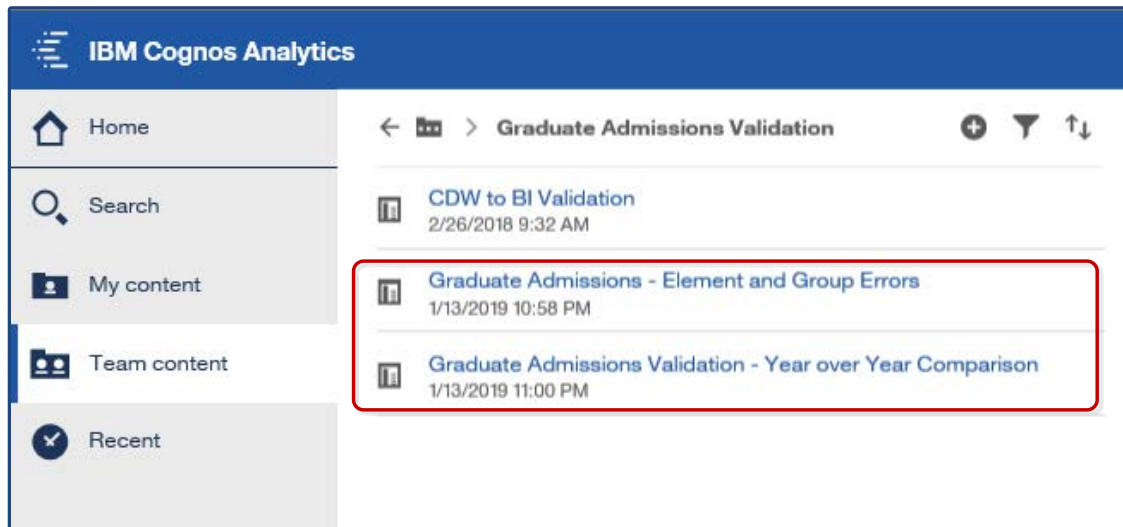
10. Click on the **Graduate Admissions – Element and Group Errors** link as shown below, to validate severe, element and group errors in Degree Awarded data provided by your campus.
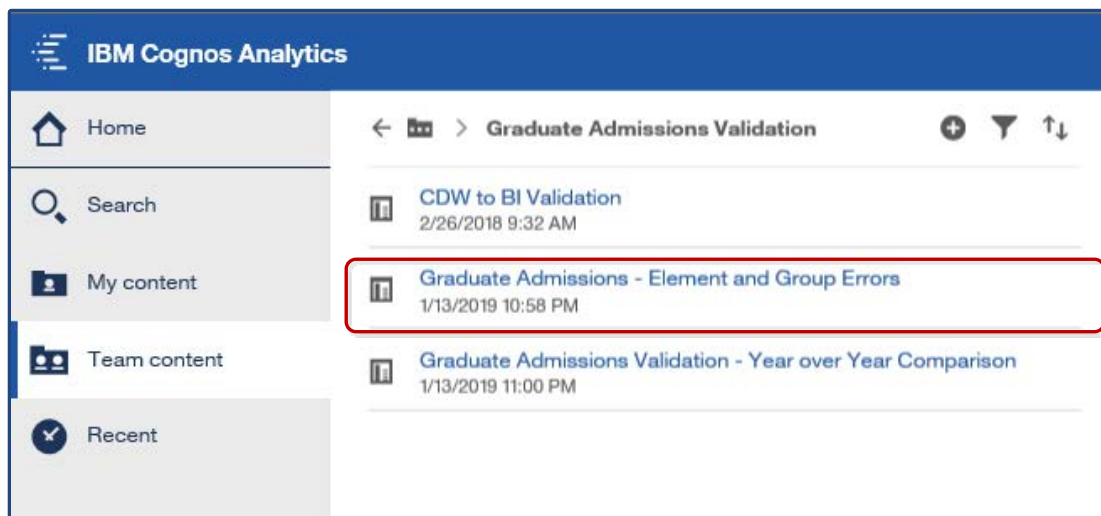
11. Enter the Academic Year and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

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 is in this example clicks on the **Open** button to view the report.
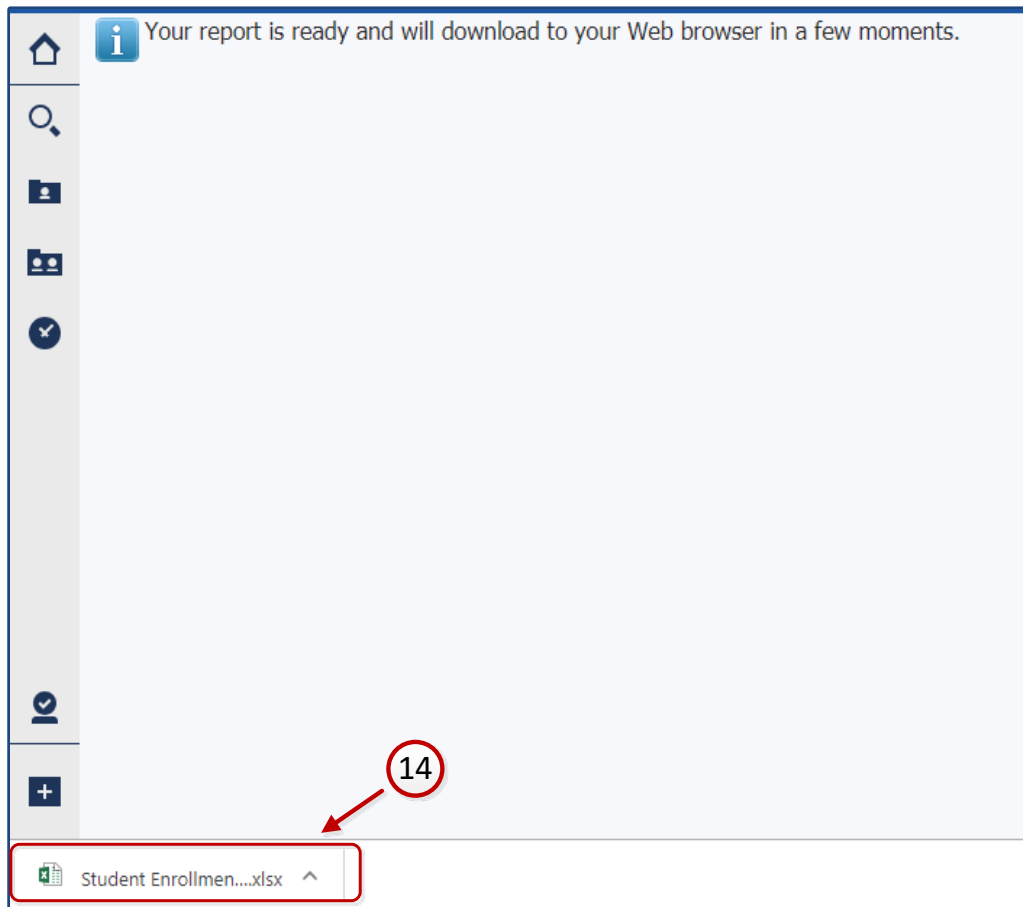
13. Graduate Admissions - Element and Group Errors report opens up and the "**Summary**" sheet will have summary information of the severe errors, element errors, and group errors as shown below.

14. '**Severe Errors**' sheet details the severe errors in graduate admissions data provided by your campus. In the below example, there are 42 severe errors in the graduate admissions data.

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15. '**Element Errors'** sheet will show detailed element level errors. Example shown below shows that there are 202 element level errors. It also gives detailed information such as the element 'Institution awarding UG degree has an invalid institution.

16. '**Group Errors'** Sheet will provide detailed information on the group level errors. The below example has no group errors.

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17. Click on the '**Graduate Admissions Validation – Year over year comparison**' to compare the data provided for the selected year with the data provided for the previous academic year. For example, if the selected year is 2016, the year-over-year comparison will display comparison data for the academic years 2016 and 2015.

18. Enter the academic year 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.

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19. At the prompt, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user is in this example clicks on the **Open** button to view the report.
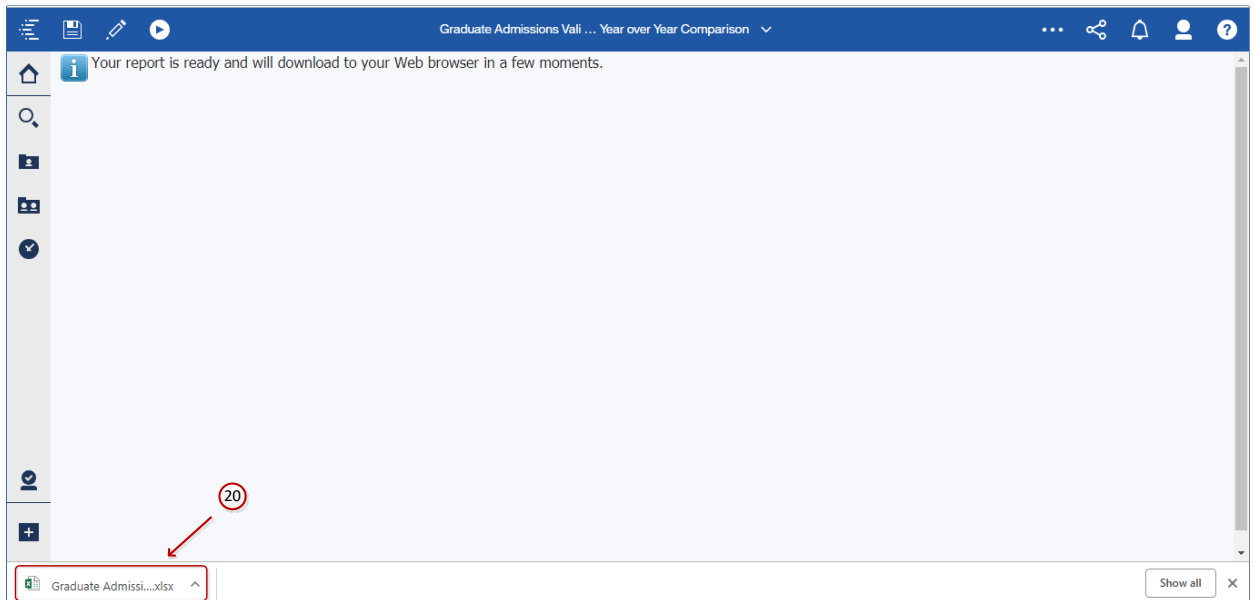
20. Graduate Admissions Validation Report – Year over year comparison opens up and the 'Index' sheet is displayed as shown below. The index page has list of all the available elements that have the year by year comparisons.

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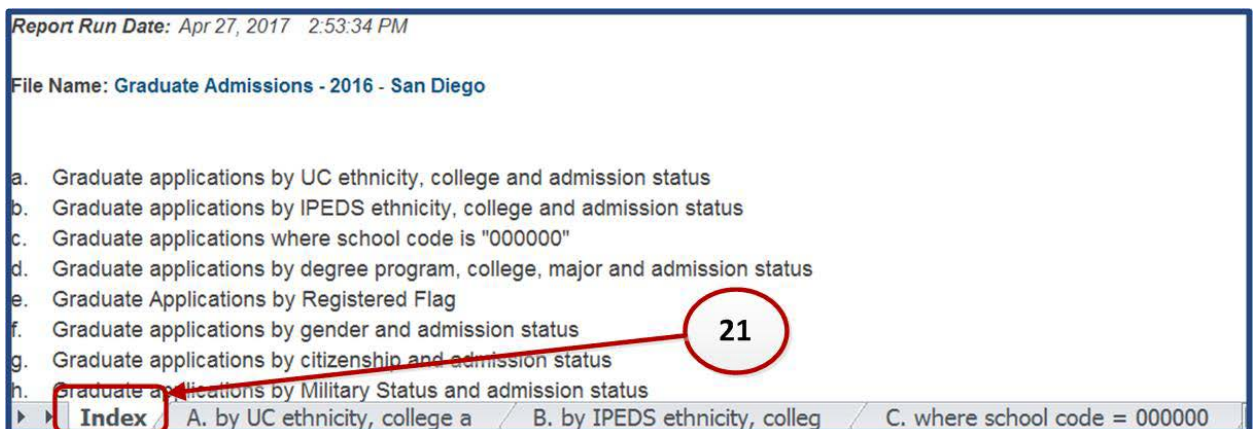
21. Click on the individual sheets to validate graduate admissions data by the element mentioned in the index page. Below example shows **Sheet A** which has the year by year graduate admissions data by UC ethnicity, college and admission status.

A. Graduate applications by UC ethnicity by college

File Name: Graduate Admissions - 2016 - San Diego

	Current Year			Previous Year		
	Not Admitted	Admitted	Total	Not Admitted	Admitted	Total
African American/Black	724	107	831	648	99	747
American Indian/Alaska Native	139	27	166	93	23	116
Mexican/Mexican American/Chicano	909	220	1,129	772	178	950
Spanish American/Latino	635	158	793	537	99	636
Filipino	298	52	350	285	59	344
Pacific Islander	65	9	74	70	7	77
Chinese	1,254	367	1,621	1,217	315	1,532
East Indian/Pakistani	934	150	1,084	760	149	909
Japanese	215	58	273	180	64	244
Korean	555	76	631	497	69	566
Vietnamese	584	77	661	507	79	586
Other Asian	397	17	414	340	26	366
White/Caucasian	5,815	1,349	7,164	5,582	1,324	6,906
Unknown	827	149	976	1,238	165	1,403
International	10,255	2,892	13,147	9,767	2,421	12,188
Summary	23,606	5,708	29,314	22,493	5,077	27,570

▶ ▶| Index   A. by UC ethnicity, college a ,   B. by IPEDS ethnicity, colleg   C. where s◀ ◀ ▬ ▶|

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

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