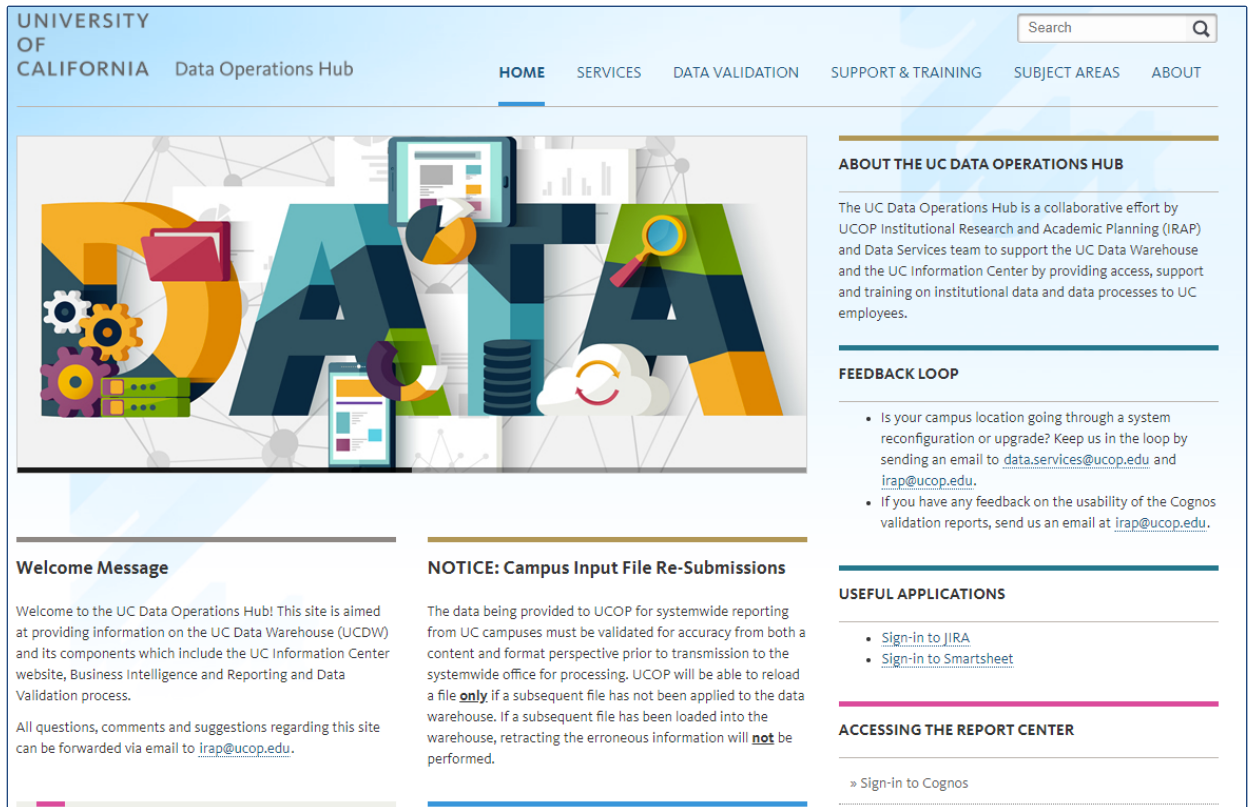


To access the new UAT validation reports in Cognos for Graduate Admissions data, please follow the instructions outlined below:

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.



UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

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.

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

UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

Search

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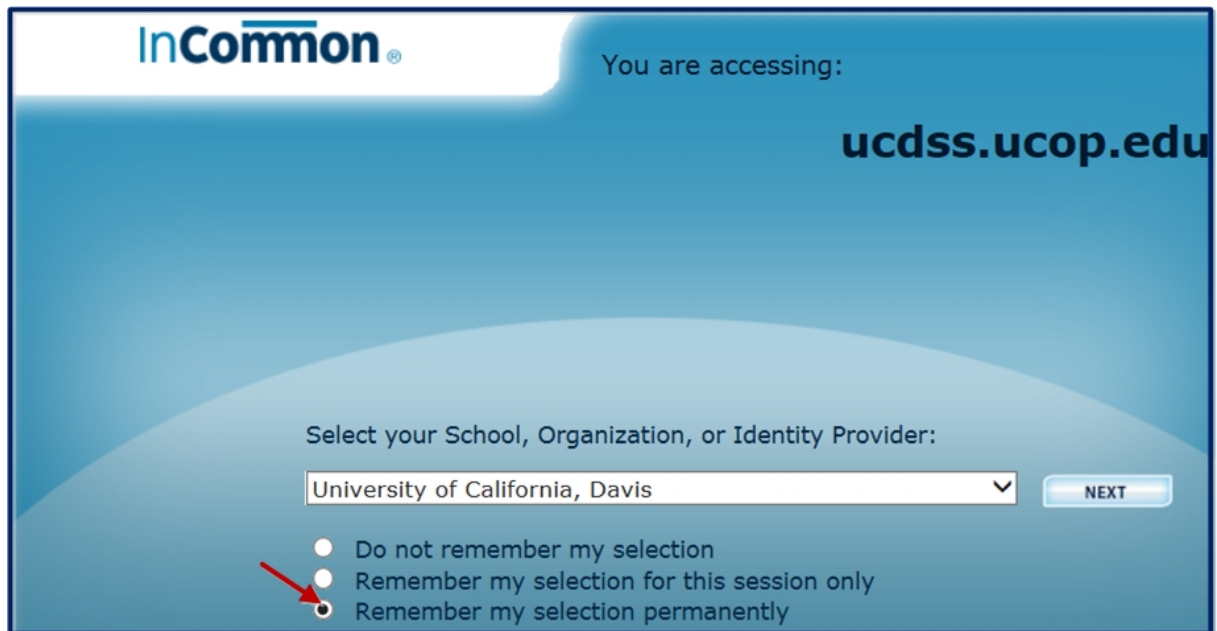
3. Click on the “Sign in to Cognos” link will take you to the screen below

The screenshot shows the InCommon login interface. At the top left is the InCommon logo. To the right, it says "You are accessing: ucdss.ucop.edu". Below this, a prompt reads "Select your School, Organization, or Identity Provider:". Underneath is a dropdown menu with the placeholder text "Make your selection here" and a "NEXT" button to its right. Below the dropdown are three radio button options: "Do not remember my selection", "Remember my selection for this session only" (which is selected), and "Remember my selection permanently". At the bottom right are links for "About InCommon" and "Help".

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

This screenshot is an annotated version of the InCommon login page. A red box highlights the dropdown menu, which is open and shows a list of University of California campuses. A red arrow points from a circled number "2" to the "University of California, Berkeley" option in the list. Another red box highlights the "NEXT" button, with a red arrow pointing from a circled number "3" to it. The text "Select your School, Organization, or Identity Provider:" is visible above the dropdown. The "NEXT" button is to the right of the dropdown. The "Remember my selection for this session only" radio button is selected. The "About InCommon" and "Help" links are visible at the bottom right.

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 :
 First name :
 Last Name :
 User Email :
 Justification/Reason :

6b →

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.

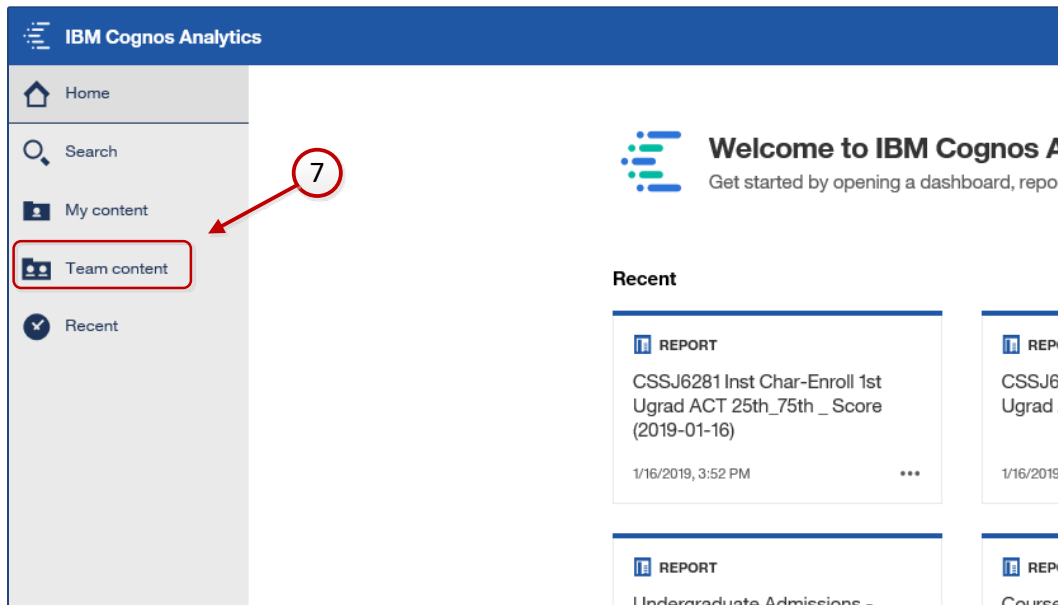
UNIVERSITY of CALIFORNIA *It starts here*

Request Approval

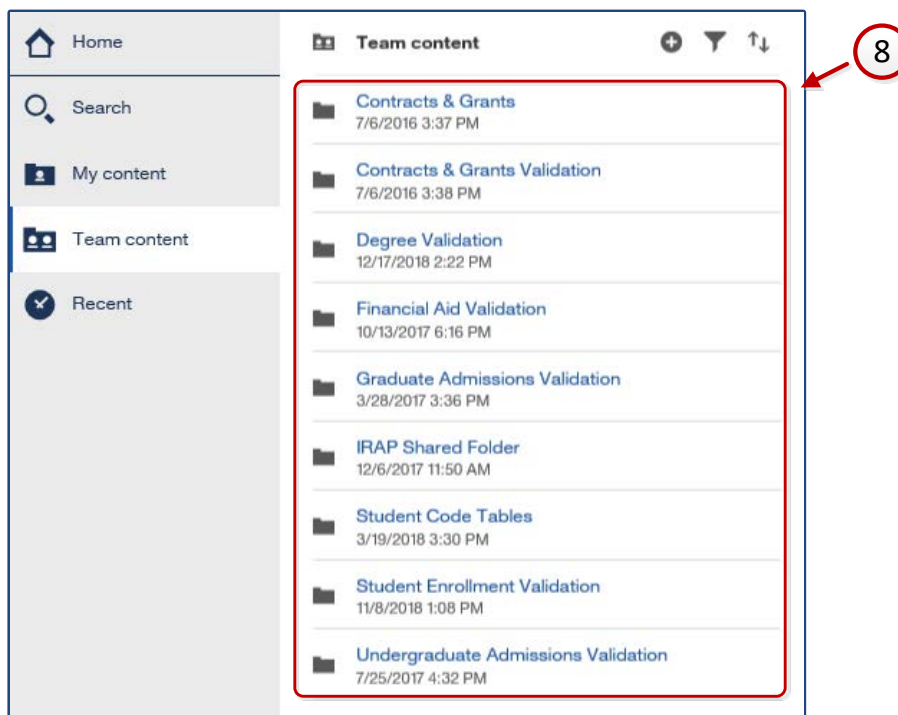
Your request has been submitted for approval. An email will be sent once the privileges are granted.

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

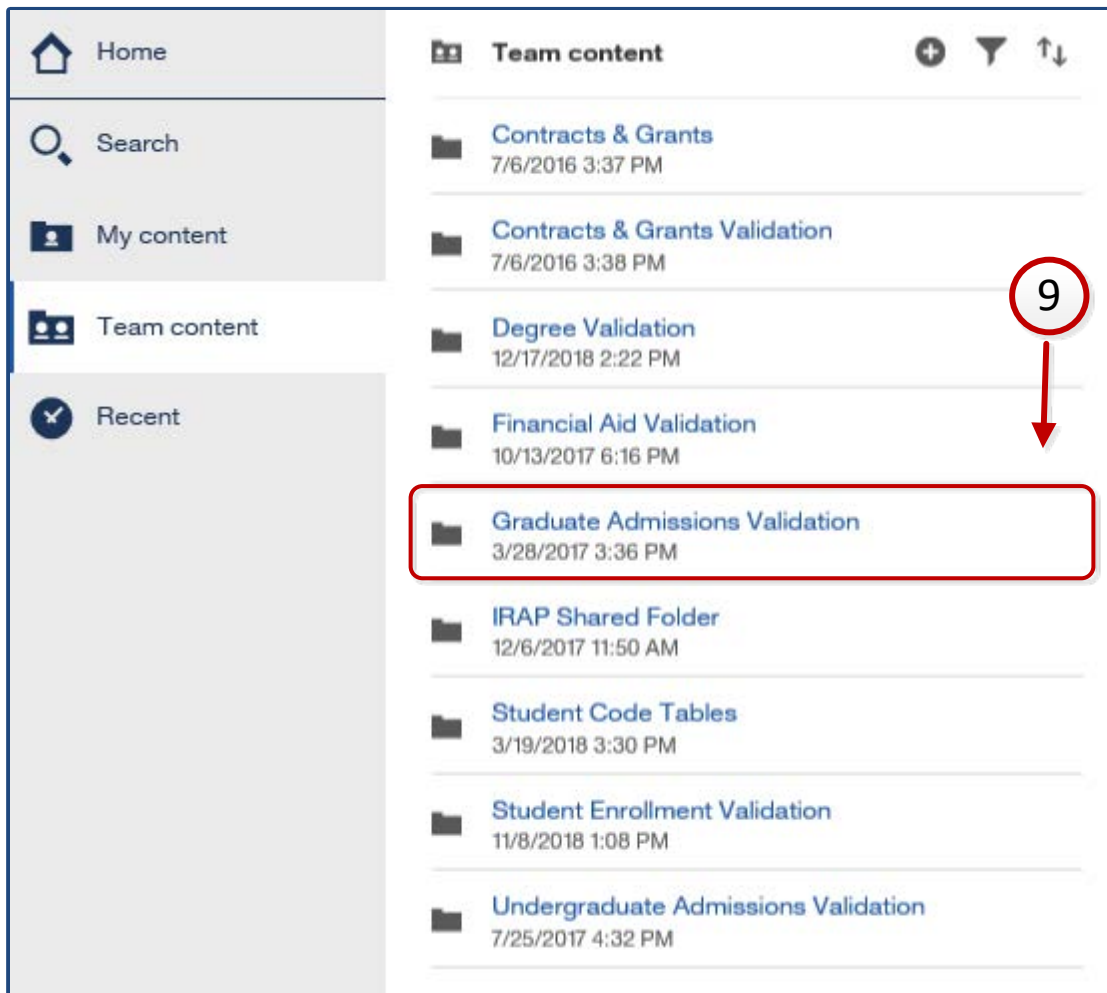
7. Click on “Team Content” on the left



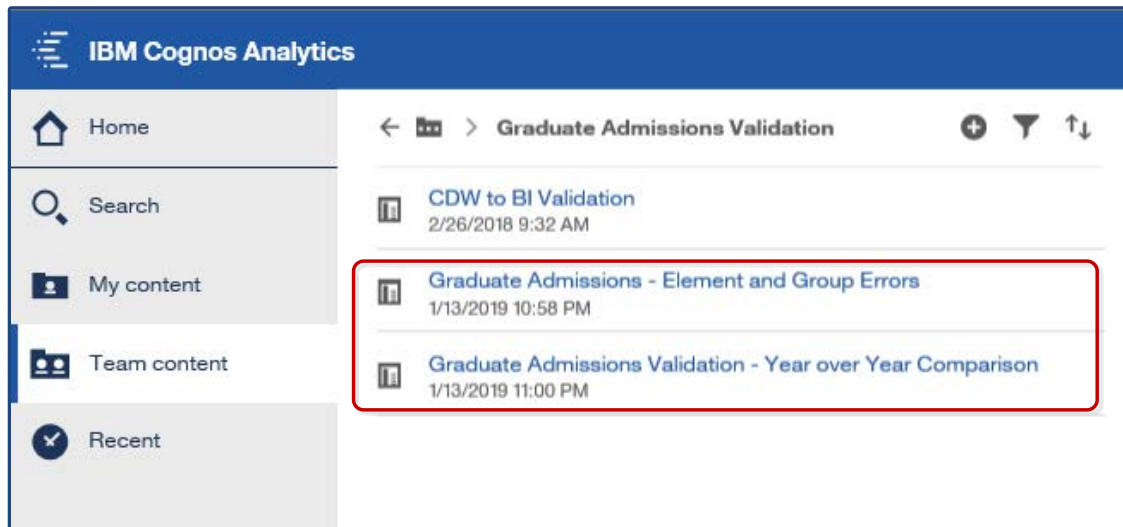
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.



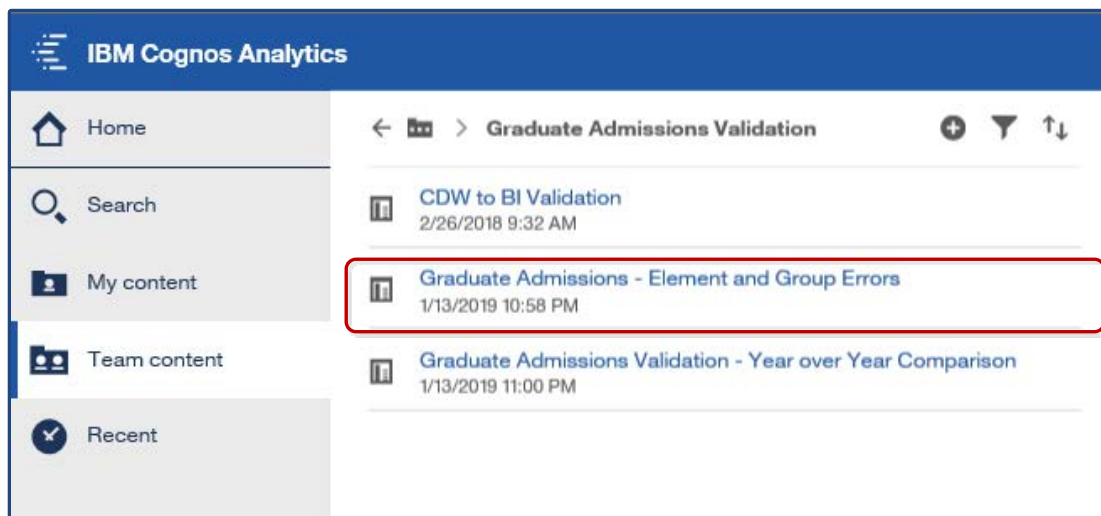
- Click on the folder **Graduate Admissions Validation** to validate Graduate Admissions data on the input file provided by your campus.



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.

UNIVERSITY OF CALIFORNIA

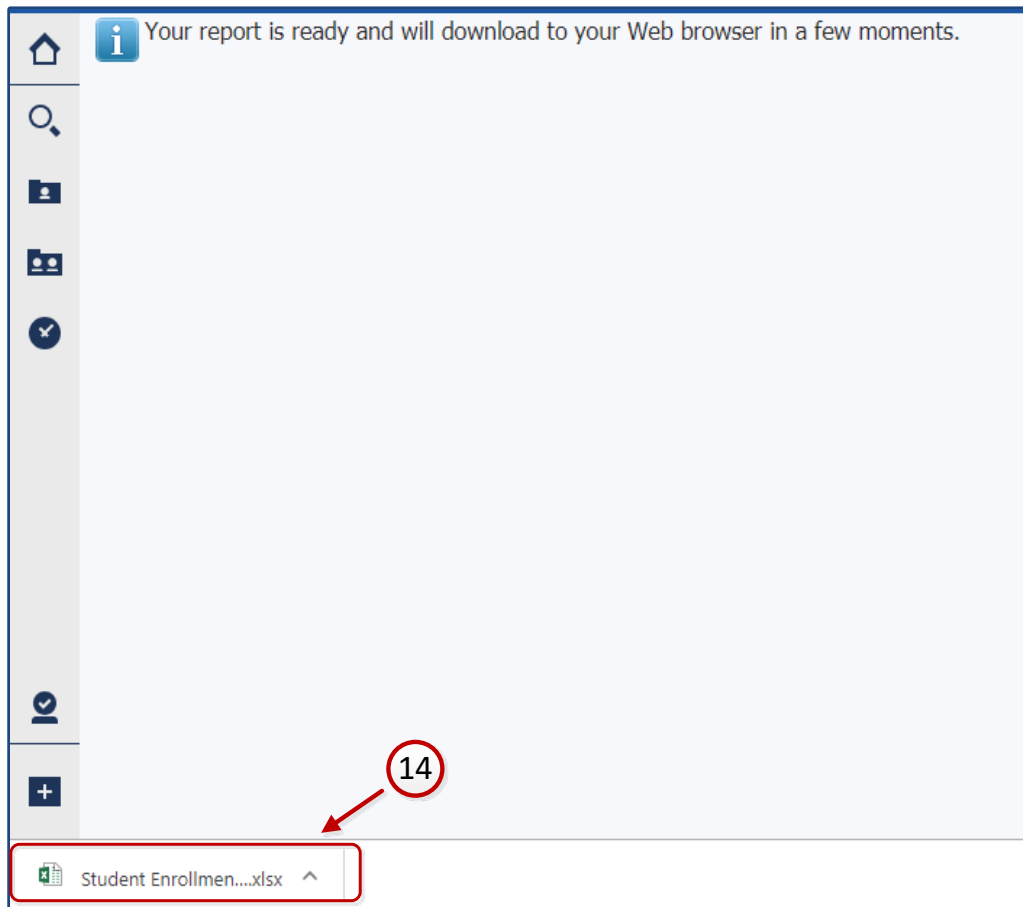
Graduate Admissions - Element and Group Errors

Academic Year * 2017

Campus Code * 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. 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.

UNIVERSITY OF CALIFORNIA				
Report Run Date: Jan 13, 2019 10:58:54 PM File Name: Graduate Admissions - 2017 - Berkeley				
Records Written: 41,251 Severe Errors: 0 Element Errors: 80 Group Errors: 0				
Level	Reference Code	Element Name	Error Message	Count
Element	GAD_F060	Citizenship Status Code_Admission	Invalid Citizenship Status Code	14
Element	GAD_H010	Date of Birth	Invalid Date of Birth	40
Element	GAD_Q090	Date UG Degree Awarded	Invalid UG Degree Awarded Date	26
1/13/19 INSTITUTIONAL RESEARCH & ACADEMIC PLANNING ucal.us/irap				
<div> Summary_1 Severe Errors_2 Element Errors_3 Group Errors_4 + </div>				

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.

Report Run Date: Apr 27, 2017 2:12:06 PM File Name: Graduate Admissions - 2016 - San Diego				
Records Written: 29,356 Severe Errors: 42 Element Errors: 202				
Level	Element Name	Error Message	Student ID	Value
Severe	Duplicate Record	Application Already Exists	A10066103	06A10066103
Severe	Duplicate Record	Application Already Exists	A53095633	06A53095633
Severe	Duplicate Record	Application Already Exists	A53103556	06A53103556
Severe	Duplicate Record	Application Already Exists	A53104331	06A53104331
Severe	Duplicate Record	Application Already Exists	A53200911	06A53200911
Severe	Duplicate Record	Application Already Exists	A53201864	06A53201864
Severe	Duplicate Record	Application Already Exists	A53202601	06A53202601
Severe	Duplicate Record	Application Already Exists	A53202852	06A53202852
<div> Summary Severe Errors Element Errors Group Errors </div>				

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.

Report Run Date: Apr 27, 2017 2:12:06 PM
File Name: Graduate Admissions - 2016 - San Diego

Records Written: 29,356
Severe Errors: 42
Element Errors: 202

Level	Element Name	Error Message	Student ID	Value
Element	Institution Awarding Master's Degree_2	Invalid Institution Awarding Master's Degree	A14277948	900602
Element	Institution Awarding Master's Degree_2	Invalid Institution Awarding Master's Degree	A53002583	998918
Element	Institution Awarding Master's Degree_2	Invalid Institution Awarding Master's Degree	A53228332	999999
Element	Institution Awarding Master's Degree_2	Invalid Institution Awarding Master's Degree_2	A53024261	998738
Element	Institution Awarding Master's Degree_2	Invalid Institution Awarding Master's Degree_2	A53037383	998881
Element	Institution Awarding UG Degree	Invalid Institution Awarding UG Degree	0160120267	001125
Element	Institution Awarding UG Degree	Invalid Institution Awarding UG Degree	0160131742	001125
Element	Institution Awarding UG Degree	Invalid Institution Awarding UG Degree	0160115590	001138
Element	Institution Awarding UG Degree	Invalid Institution Awarding UG Degree	0160118730	001138

Summary / Severe Errors / **Element Errors** / Group Errors

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

Report Run Date: Apr 27, 2017 2:12:06 PM
File Name: Graduate Admissions - 2016 - San Diego

Records Written: 29,356
Severe Errors: 42
Element Errors: 202

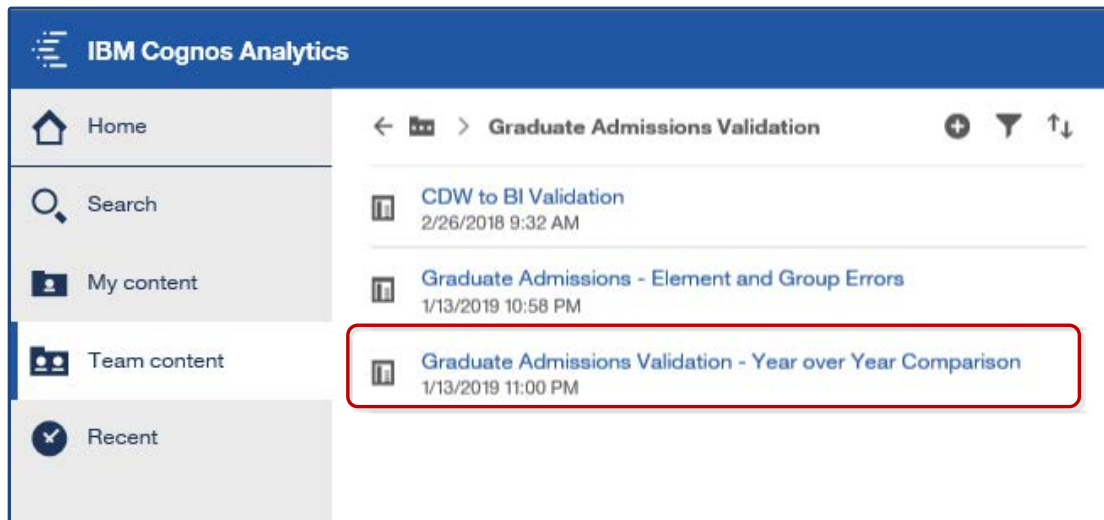
No errors found

4/27/17

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Summary / Severe Errors / Element Errors / **Group Errors**

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.

UNIVERSITY OF CALIFORNIA

Graduate Admissions Validation - Year over Year Comparison

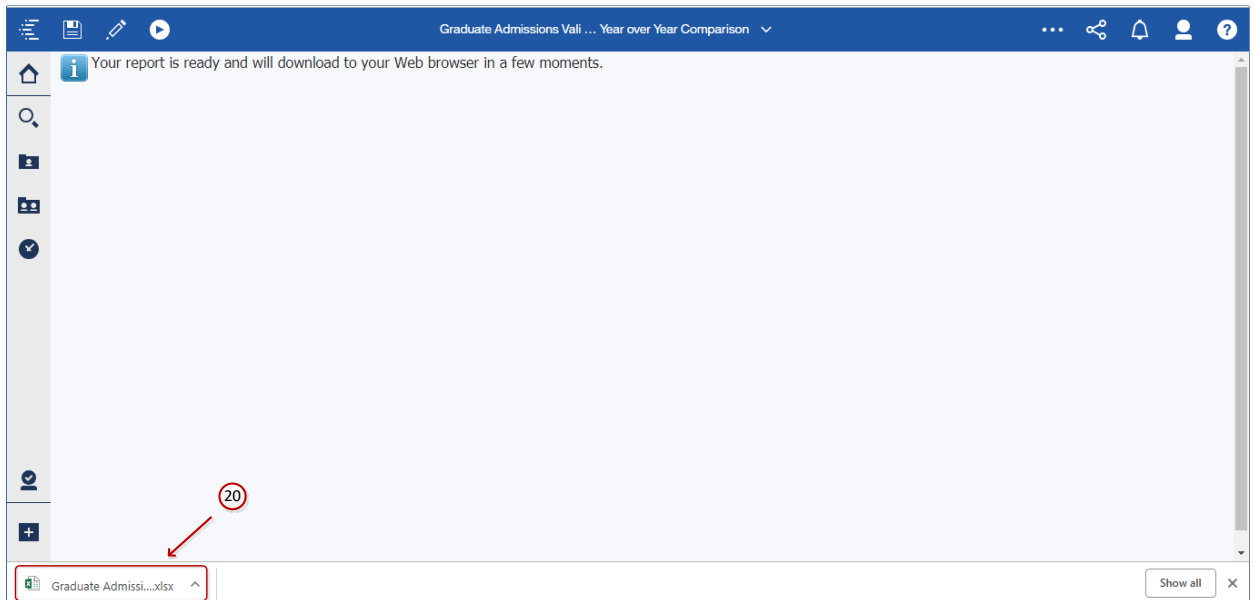
institutional research academic planning

Academic Year * 2016

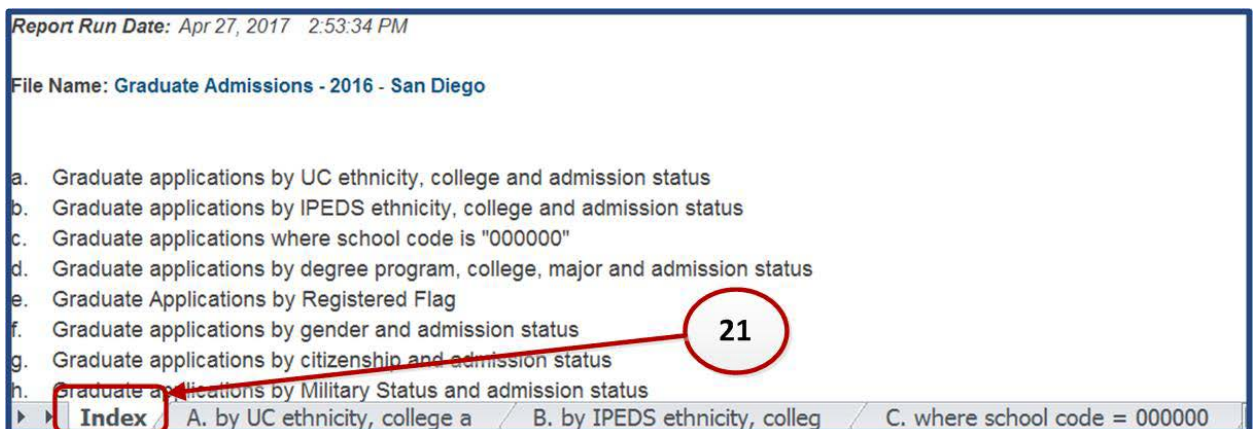
Campus Location * San Diego

Cancel Execute Report

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 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.



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 st

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