

To access the new UAT validation reports in Cognos for Student Enrollment 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

Search

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.

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

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ACCESSING THE REPORT CENTER

» Sign-in to Cognos **1**

Welcome Message

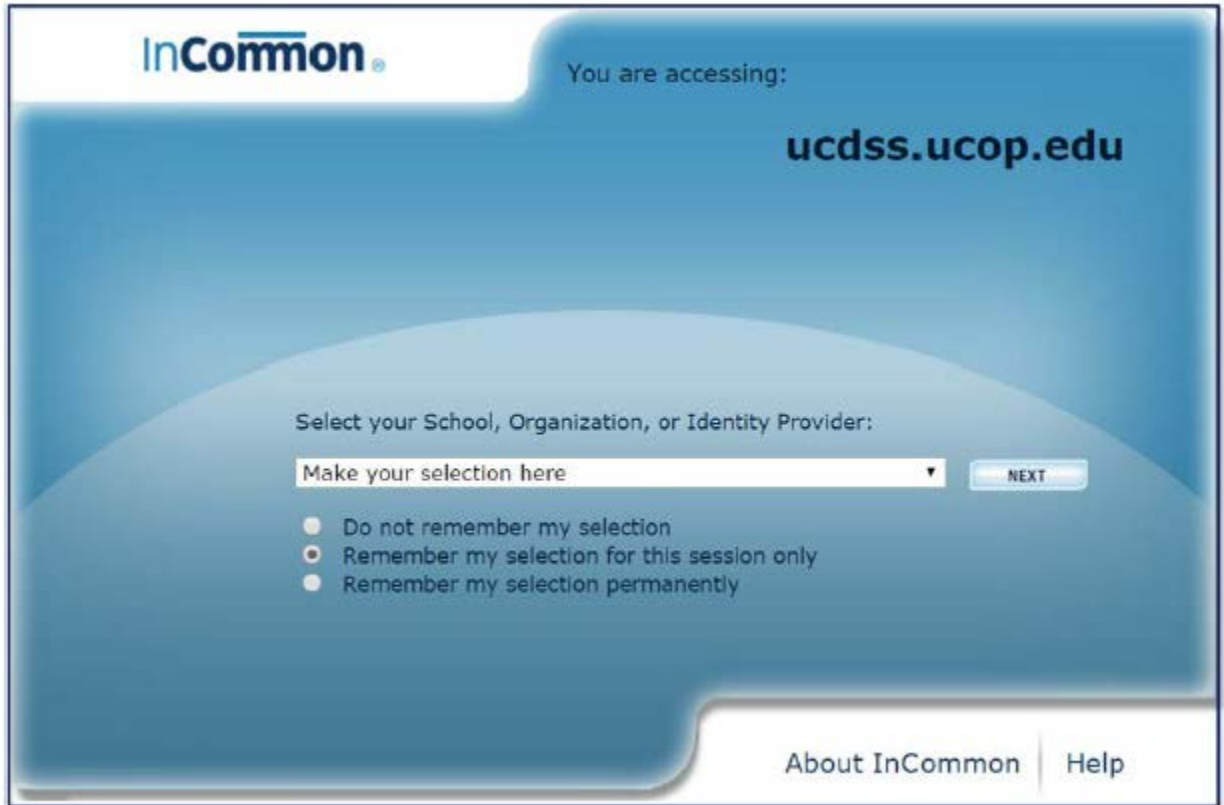
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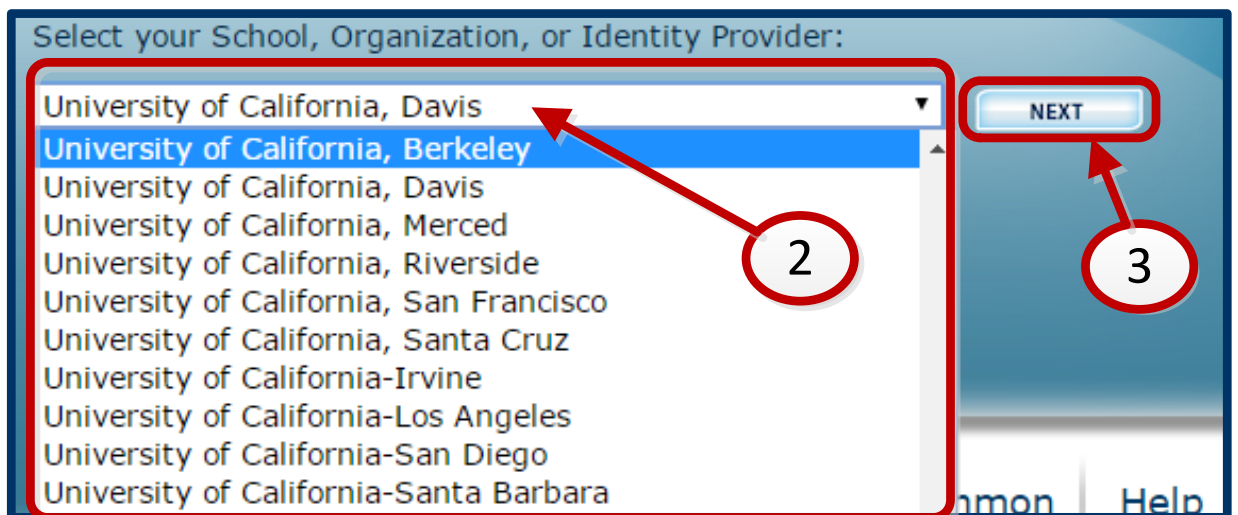
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3. Click on the “Sign in to Cognos” link will take you to the screen below



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

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 : userid
First name : First Name
Last Name : Last Name
User Email : email

Justification/Reason :

6a →

→ **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.

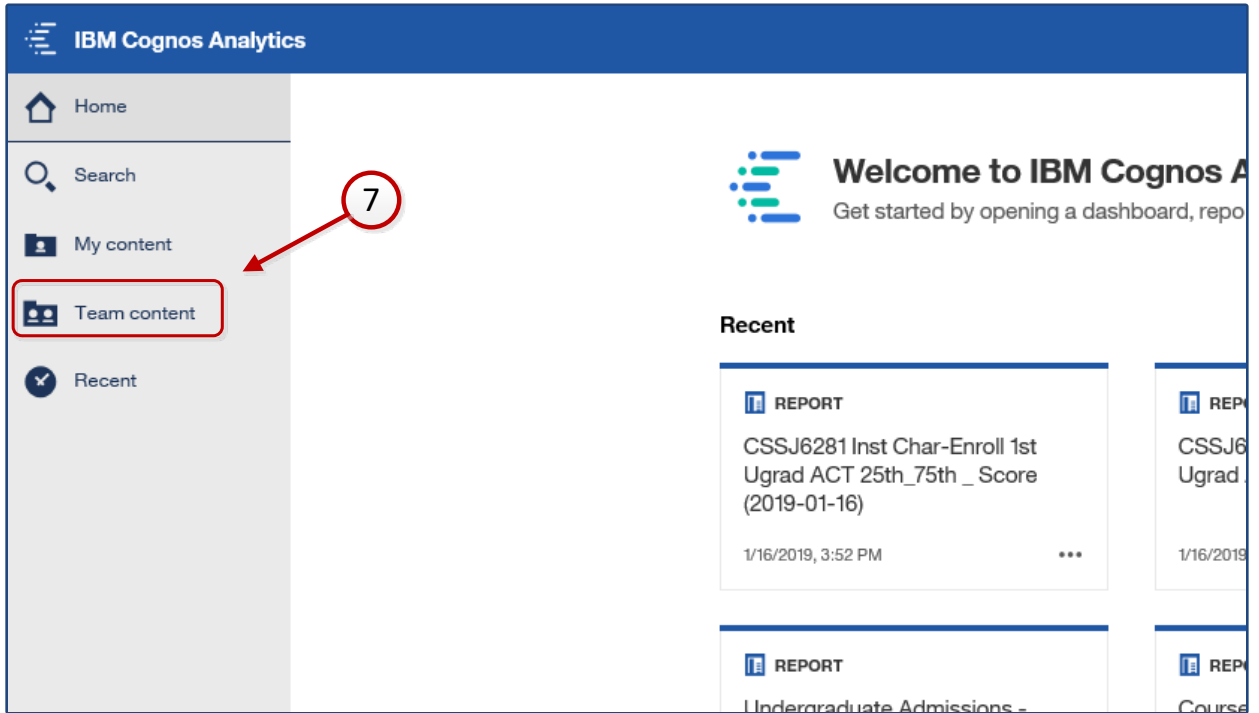
UNIVERSITY of CALIFORNIA *It starts here*

Request Approval

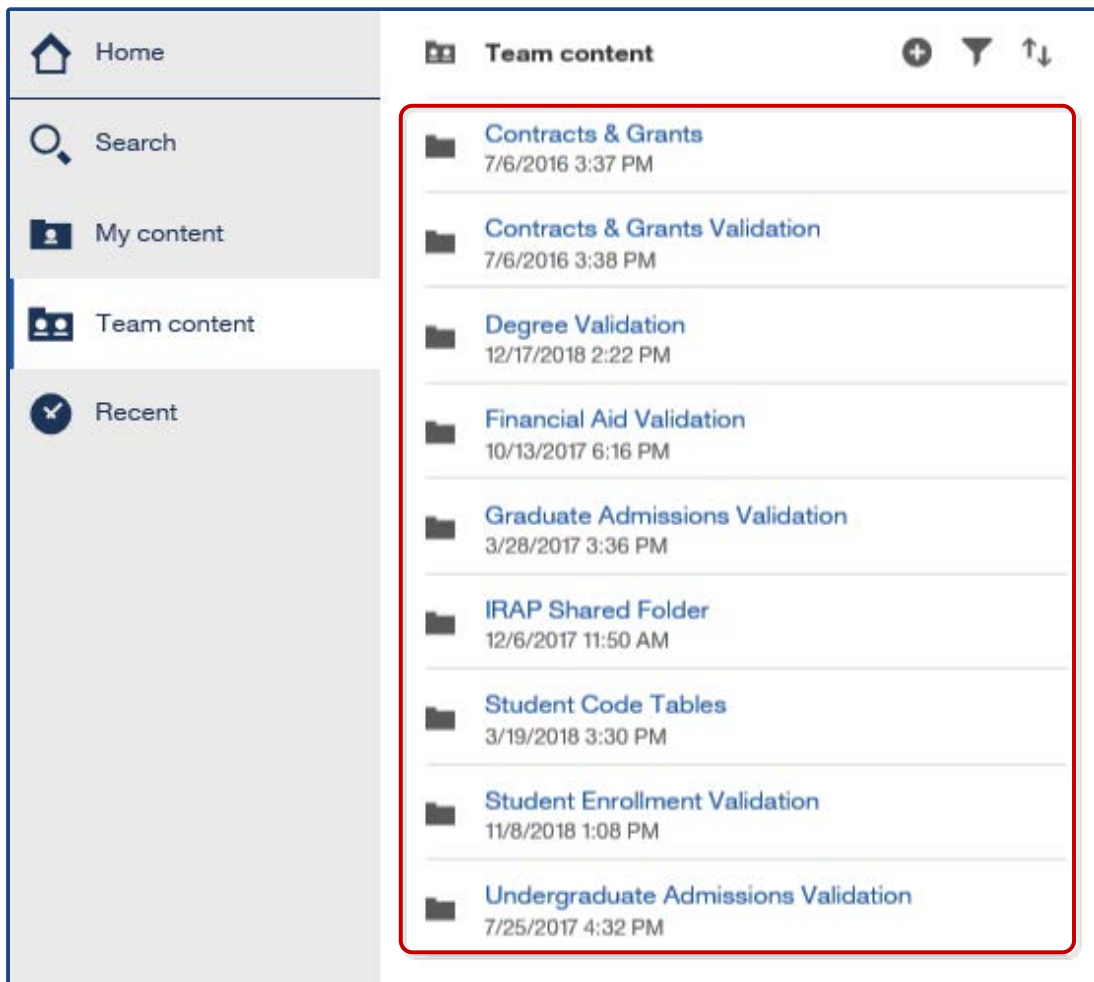
Your request has been submitted for approval. An email will be sent once the privileges are granted.

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

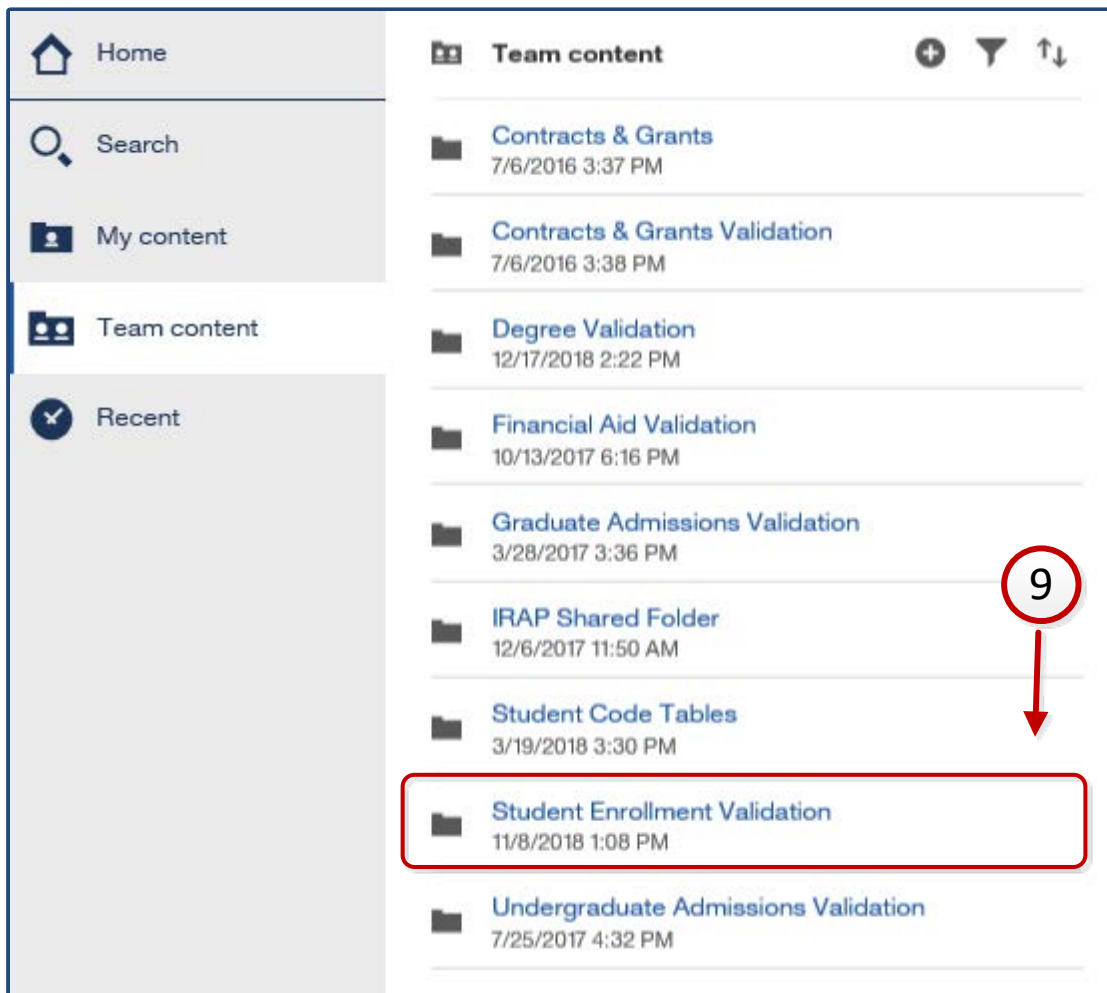
7. Click on "Team Content" on the left



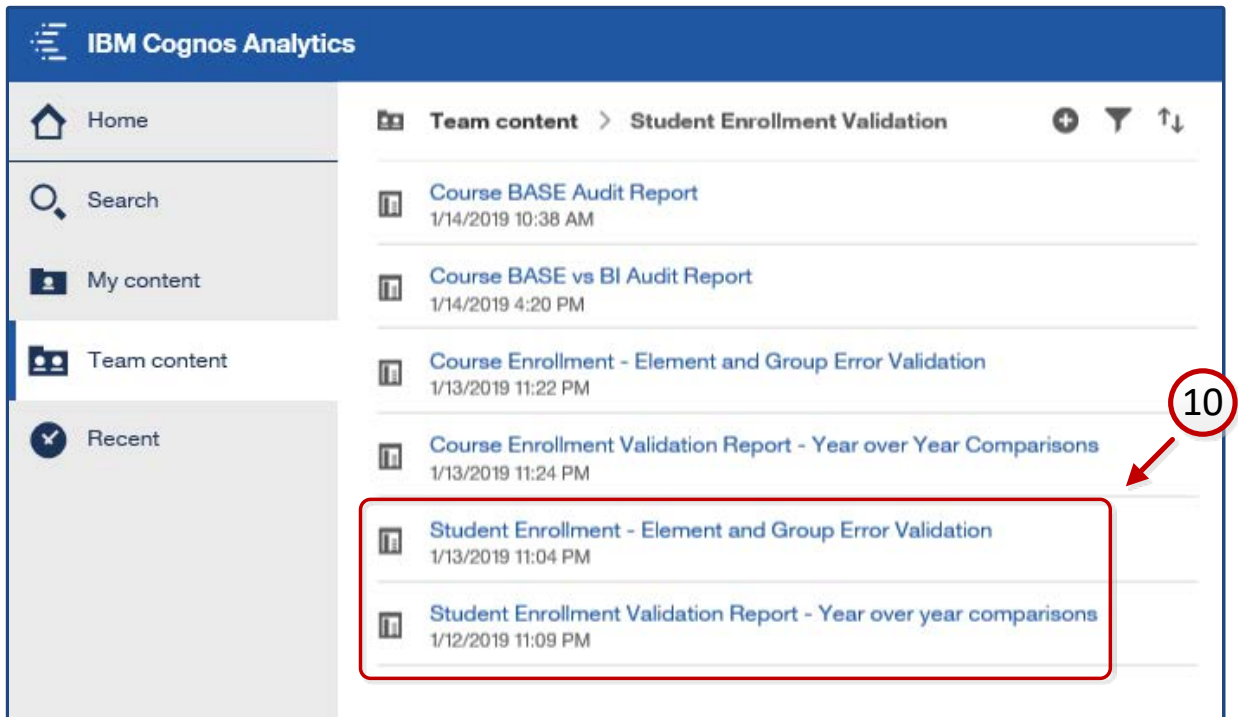
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.



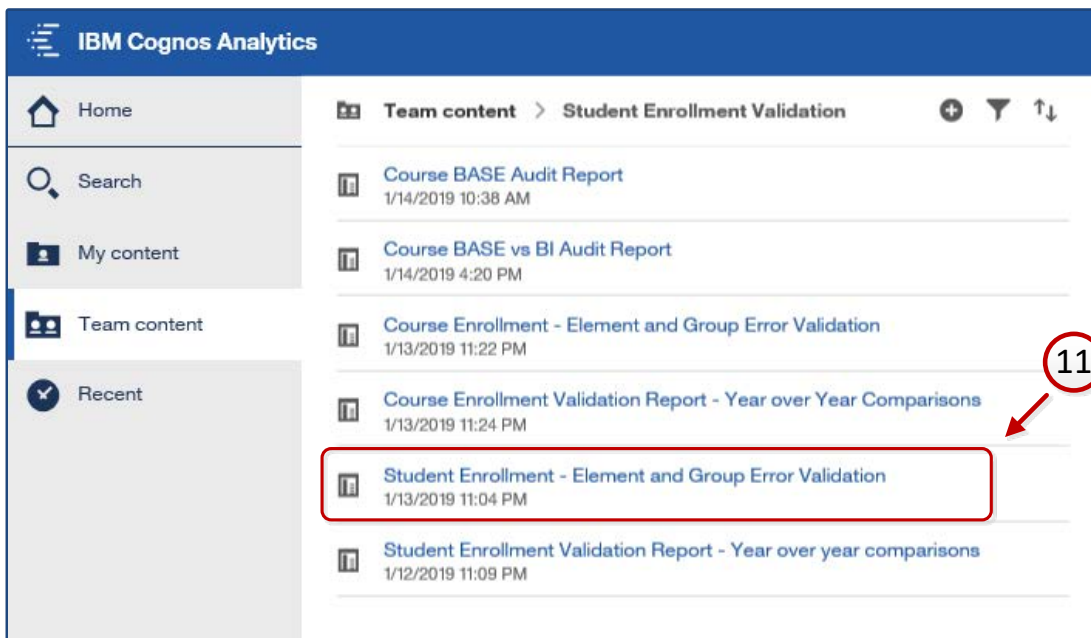
- Click on the folder **Student Enrollment Validation** to validate Student Enrollment data on the input file provided by your campus.



- 9. Student Enrollment-Element and Group Errors and Student Enrollment – Year over year comparisons will be displayed as shown below.



- 10. Click on the **Student Enrollment – Element and Group Errors** link as shown below, to validate severe, element and group errors in Student Enrollment data provided by your campus.



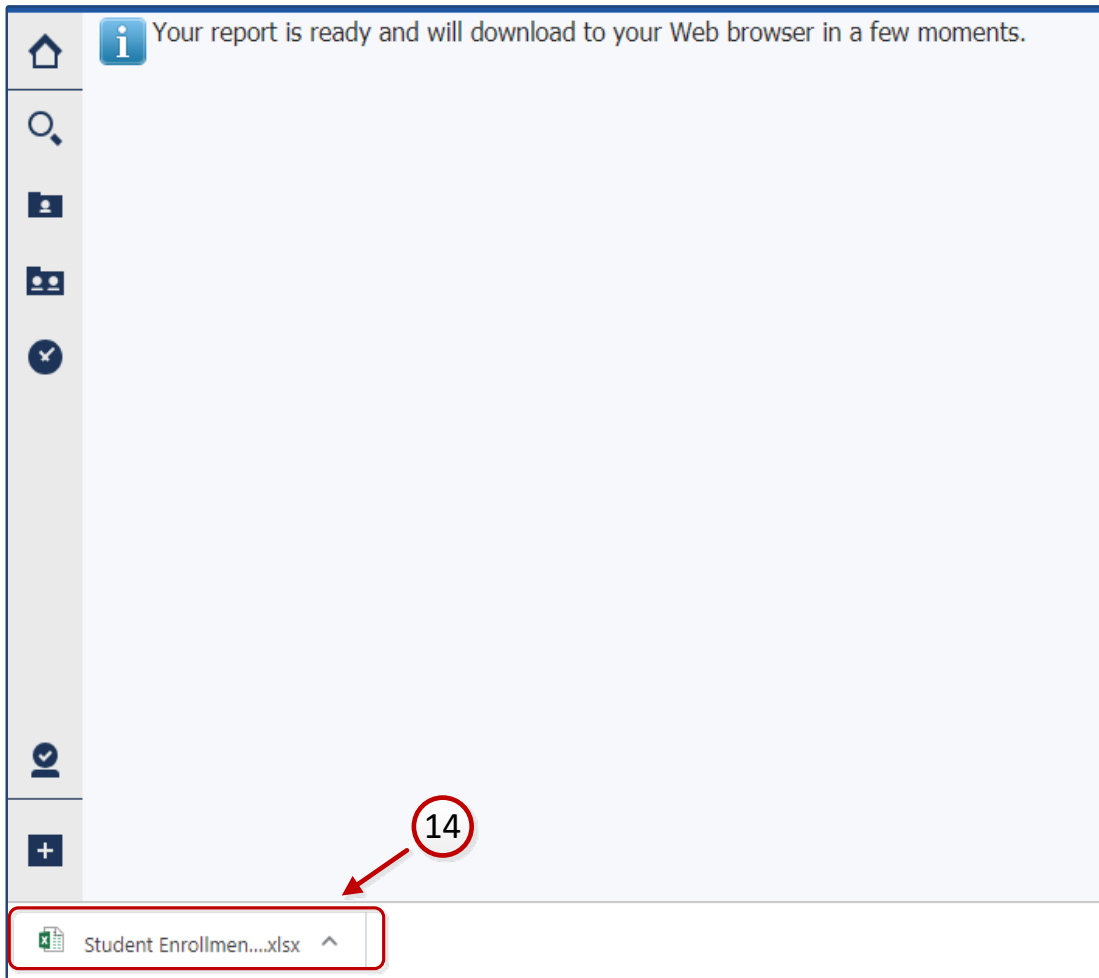
11. Enter the Calendar Year, Term, Record Type and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

The screenshot displays the UCOP UAT Validation interface for Student Enrollment - Element and Group Error Validation. The interface includes a header with the University of California logo and the title "Student Enrollment - Element and Group Error Validation". A sidebar on the left contains navigation icons. The main content area features a form with four dropdown menus: "Calendar Year" (2017), "Term" (Fall), "Record Type" (3WK), and "Campus Location" (Berkeley). A red box highlights the form fields, and a red circle with the number 12 points to the form. Another red circle with the number 13 points to the "Execute Report" button at the bottom left.

Calendar Year	2017
Term	Fall
Record Type	3WK
Campus Location	Berkeley

Buttons: 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. Student Enrollment - Element and Group Error Validation report opens up and the **Summary Page** sheet displays the count of Severe errors, Element errors and Group errors as shown below.

UNIVERSITY OF CALIFORNIA

Report Run Date: Jan 13, 2019 11:04:25 PM
File: 2017 Fall 3WK Berkeley

Records Read:	41,891	← 16
Records Written:	41,891	
Severe Errors:	0	

Reference No.	Element	← 17	Count of Errors
A020	Identification Number-Student		0
G010	Name-Student		0
G020	Social Security Number-Student		0
H010	Date of Birth		0
H020	Sex Code		266
H040	Home Location Code		7
H050	Citizenship Country Code-Student		0
H060	Citizen Status Code-Student		0
H070	Residence Status Fees Codes		0

Summary Page_1 | Severe Errors_2 | Sex Code (H020)_3 | Home Location Code (H040)_4

14. **Severe Errors** sheet details the severe errors in student enrollment data provided by your campus. In the below example, there are no severe errors in the student enrollment data.

Severe Errors

19

No Data Available

18

Summary Page | Severe Errors | Identification Number-Student | Name-Student (G010) | Home Location Code (H040) | Group 2

15. Details on element errors will be available in different sheets. Example shown below has details on the element error in **Home Location Code** submitted by campus in student enrollment data.

H040 Home Location Code
Must be a valid location

Count of Errors: 1

Name-Student (G010)	Identification Number-Student (A020)	Reference No.	Element Name	Home Location Code (H040)					
abcdef	1234567	H040	Home Location Code	999	Apr 17, 2017 10:46:47 AM	3WK	Davis	Fall	2014

Navigation: Summary Page | Severe Errors | Identification Number-Student | Name-Student (G010) | **Home Location Code (H040)** | Group 2

16. Details on Group errors will be available in different sheets. Example shown below has details on the group error in Citizenship Status Code and Citizenship Country Code submitted by campus in student enrollment data.

Group 2

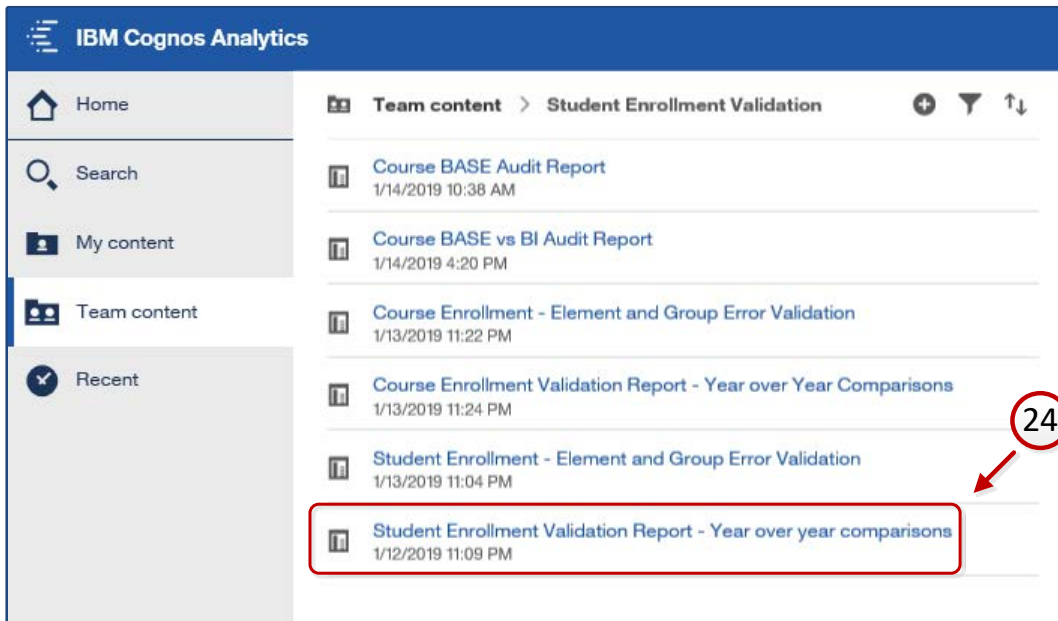
If H060 (Citizenship Status) is 'US' then H050 (Country of Citizenship) must be blank. If Citizenship Status is not 'US' or 'PR' or 'RF' or 'AM' or 'AS' or 'AP' then Country of Citizenship must not be blank.

Count of Errors: 224

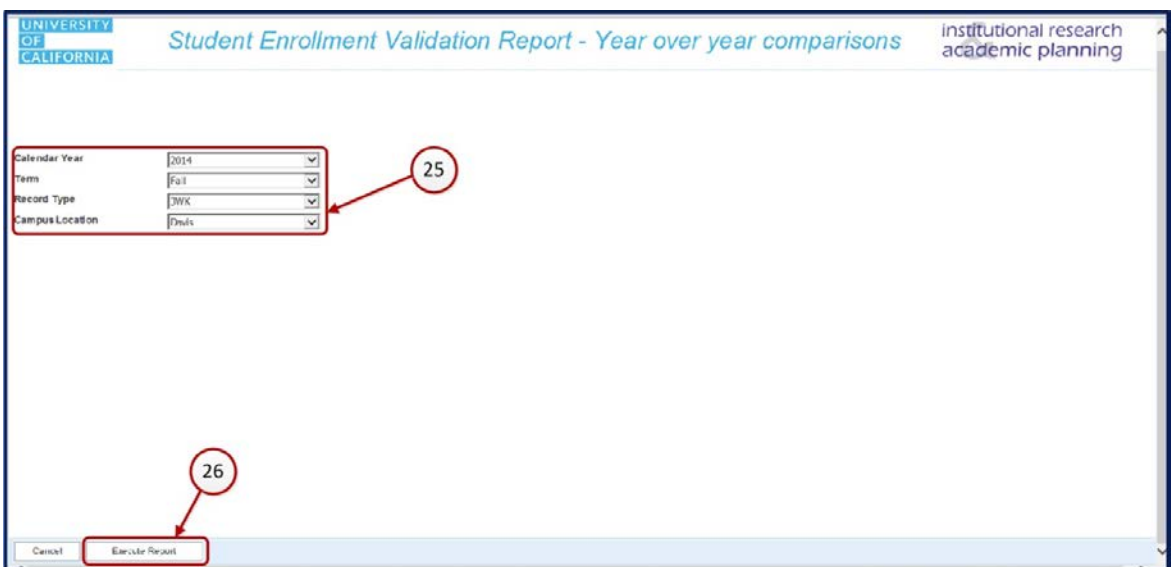
Name-Student (G010)	Identification Number-Student (A020)	Reference No.	Citizenship Status Code-Student (H060)	Citizenship Country Code-Student (H050)
AAAAA	12345678	Group 2	OT	
BBBBB	56789456	Group 2	OT	
CCCCC	89898989	Group 2	OT	
DDDDD	99999999	Group 2	OT	
EEEEEE	77777777	Group 2		
FFFFF	45454545	Group 2	OT	
GGGGG	12121212	Group 2	OT	

Navigation: Summary Page | Severe Errors | Identification Number-Student | Name-Student (G010) | Home Location Code (H040) | **Group 2**

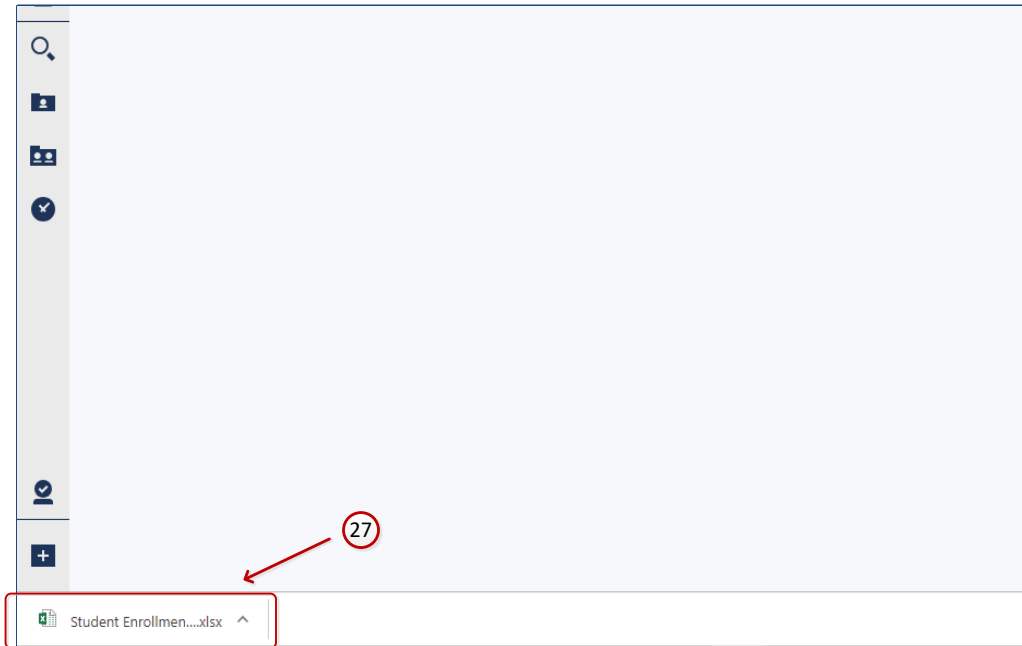
- Click on the **Student Enrollment Validation Report – Year over year comparisons** to compare the data provided for the current year/term/record type combination with the data provided for the same year/term/record type combination of the previous academic year. For example, if the current year/term/record type is Fall 2014 3WK, the year-over-year comparison will display comparison data for Fall 2014 3WK and Fall 2013 3WK.



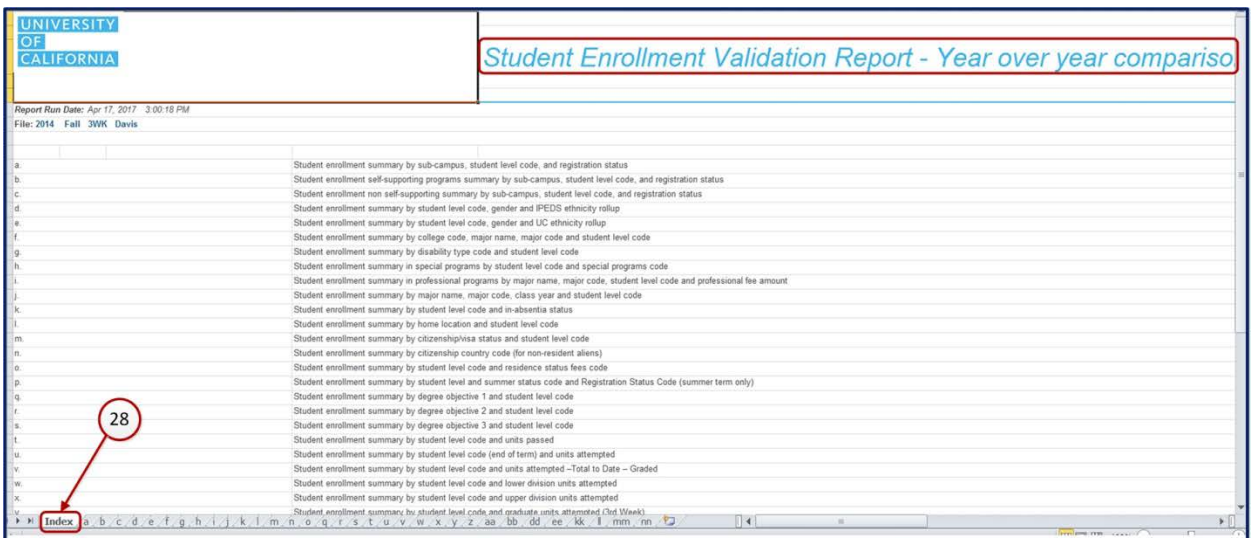
- Enter the Calendar year, Term (Fall or Winter or Spring or Summer), Record Type (3WK or EOT) and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.



19. 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.



20. Student Enrollment Validation Report – Year over year comparison opens up and the **Index** sheet titles the reports available in different sheets.



21. Click on different sheets to validate student enrollment data for the calendar year, term, record type and the campus selected. Example below shows the report on **Sheet a** - Student enrollment summary by sub-campus, student level, registration status.

Student Enrollment Validation Report - Year over year comparisons							
File: 3WK Davis Fall 2014							
Report Run Date: Apr 17, 2017 3:00:18 PM							
Student enrollment summary by sub-campus, student level, registration status							
Sub-Campus	Student Level Code (H570, H580)	Registration Status Code (H080)	Previous Year	Current Year	Change	% Change	
General Campus	1 - Freshman	C - Continuing at same campus	796	778	-18	-2%	
		N - New, first enrollment on campus	4,753	4,829	76	2%	
		R - Re-entrant to the same campus	48	40	-8	-17%	
	1 - Freshman - Total			5,597	5,647	50	1%
	2 - Sophomore	C - Continuing at same campus	4,045	4,168	123	3%	
		N - New, first enrollment on campus	506	616	110	22%	
		R - Re-entrant to the same campus	95	96	1	1%	
	2 - Sophomore - Total			4,646	4,880	234	5%
	3 - Junior	C - Continuing at same campus	4,165	4,382	217	5%	
		N - New, first enrollment on campus	2,889	2,803	-86	-3%	
		R - Re-entrant to the same campus	184	171	-13	-7%	
	3 - Junior - Total			7,238	7,356	118	2%
	4 - Senior	C - Continuing at same campus	8,672	9,129	457	5%	
		N - New, first enrollment on campus	78	307	229	294%	
		R - Re-entrant to the same campus	252	228	-24	-10%	
	4 - Senior - Total			9,002	9,664	662	7%
	5 - Masters	C - Continuing at same campus	1,290	1,346	56	4%	
		N - New, first enrollment on campus	917	900	-17	-2%	
		R - Re-entrant to the same campus	17	15	-2	-12%	
	5 - Masters - Total			2,224	2,261	37	2%
	6 - Doctoral 1	C - Continuing at same campus	1,374	1,414	40	3%	
		N - New, first enrollment on campus	534	579	45	8%	
		R - Re-entrant to the same campus	7	4	-3	-43%	
	6 - Doctoral 1 - Total			1,915	1,997	82	4%
7 - Doctoral 2	C - Continuing at same campus	1,146	1,111	-35	-3%		
	R - Re-entrant to the same campus	5	7	2	40%		
7 - Doctoral 2 - Total			1,151	1,118	-33	-3%	
8 - Doctoral 2A	C - Continuing at same campus	61	87	26	43%		
	R - Re-entrant to the same campus	6	5	-1	-17%		

29

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