To access the new UAT validation reports in Cognos for Degree 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.
2. Click on “Sign in to Cognos” link in the screen as shown below.
3. Click on the “Sign in to Cognos” link will take you to the screen below.

![InCommon sign-in screen](image)

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:
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.
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 **Degree Validation** to validate Degree Awarded data on the input file provided by your campus.
9. Degree Awarded-Element and Group Errors and Degree Awarded – Year over year comparisons will be displayed as shown below.

10. Click on the **Degree Awarded – 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 File year, File Type (Annual or Summer) 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. Degree Awarded - 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.

![Summary Page](image)

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 Degree data.

![Severe Errors](image)
15. Details on element errors will be available in different sheets. Example shown below has details on the element error in Last School Attended Code submitted by campus in Degree Awarded data.

![Image of UCOP UAT Validation Reports for Degree](image)

16. If there are group errors in the Degree Awarded data provided by your campus, details on Group errors will be available in different sheets. Example report shown has no group errors and hence Group Error sheets are not present.

17. Click on the Degree Awarded – Year over year comparisons to compare the data provided for the current year and file type with the data provided for the same file type of the previous academic year. For example, if the current file year/file type is Annual 2014, the year-over-year comparisons will display comparison data for Annual 2014 and Annual 2013.
18. Enter the File year, File Type (Annual or Summer) 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 is in this example clicks on the **Open** button to view the report.
20. Degree Awarded – Year over year comparison opens up and the Index sheet titles the reports available in different sheets.
21. Click on different sheets to validate degree awarded data for the file year, file type and the campus selected. Example below shows the report on Sheet a – Degree conferred by term and degree type.

![Degree conferred by term and degree type](image)

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