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.
2. Click on to “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.

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 **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.
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. 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.

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.
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.

![Home Location Code](image1.png)

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.

![Citizenship Status Code](image2.png)
17. 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.

18. 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 is 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.

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