To access the new UAT validation reports in Cognos for Financial Aid 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 the “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.
3. 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.
4. 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 Central Authentication Service (CAS)](image)

5. 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.

![Request Access to UCOP Decision Support System (DSS)](image)
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 **Financial Aid Validation** to validate Financial Aid data on the input file provided by your campus.
9. Financial Aid-Element and Group Errors and Financial Aid – Year over year comparisons will be displayed as shown below.

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

11.
11. Enter the Calendar Year, File Month 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. Financial Aid - 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 by error message in the student financial support data provided by your campus.

15. **Element Errors** sheet details element errors in the student financial support data provided by your campus.
16. **Group Errors** sheet details Group errors in the student financial support data provided by your campus. Example shown below has no group error in the student financial support data.

![Group Errors Sheet]

17. Click on the **FAI Validation – Year over Year Report** to compare the data provided for the current calendar year and file month with the data provided for the same calendar year and file month of the previous academic year. For example, if the current calendar year/file month is October 2016, the year-over-year comparison will display comparison data for October 2016 and October 2015.

![FAI Validation - Year over Year Report]

---

**IBM Cognos Analytics**

- **Home**
- **Search**
- **My content**
- **Team content**
- **Recent**

**Team content** > **Financial Aid Validation**

- **FAI Validation - Element and Group Errors**
  - 1/12/2019 11:13 PM

- **FAI Validation - Year over Year Report**
  - 1/13/2019 10:49 PM

- **USAP Validation - Element Errors**
  - 12/18/2015 1:10 PM
18. Enter the File year, File Month (January, May, October or November) 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. FAI Validation – Year over Year comparison report opens up and the Index sheet titles the reports available in different sheets.

21. Click on different sheets to validate student financial support data for the file year, file month and the campus selected. Example below shows the report on sheet A.CSS040A – Summary of Edited Awards.

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