To access the new UAT validation reports in Cognos for Undergraduate 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.
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 **Undergraduate Admissions Validation** to validate Undergraduate Admissions data on the input file provided by your campus.
9. Undergraduate Admissions-Element and Group Errors and Undergraduate Admissions – Year over year comparisons will be displayed as shown below.

10. Enter the Calendar Year, File Month, and Campus 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.
11. Undergraduate Admissions - Element and Group Errors report opens up in HTML format with Summary, Severe Errors, Element Errors, and Group Errors tabs. The “Summary” sheet will have the summary information of the severe errors, element errors, and group errors as shown below.
12. ‘Element Errors’ sheet will show detailed element level errors. Example shown below shows that there are 224 element level errors. It also gives detailed information such as, from the below report, the element ‘Admit Status Code’ has an invalid code.

13. ‘Group Errors’ Sheet will provide detailed information on the group level errors. The below report shows that the group elements citizenship status and code values conflict. The values of both elements that have the conflict are displayed in the report.
14. The undergraduate admissions validation report opens in HTML format by default. The user can view or save the report file in a different format such as pdf, xml, excel or csv. Click the HTML icon and select the desired format. In the below example Excel format is selected.
16. 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.

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