Cognos Reports

Training Materials

Contents

Cognos Access Guidelines

Cognos licenses are designated for users that require access to the system to run reports on a regular basis. For users that only require reports occasionally or would like to receive the reports directly to their emails we recommend to request the report as needed or request a scheduled report.

Users that are inactive for 270 consecutive days will have their access removed. This will not affect any reports scheduled for the user.

In order to protect the privacy of our students, faculty and staff, we might require additional approval from data owners to grant access to users. If you require access to data that is protected by FERPA or EEO we will redirect your request to the appropriate department for approvals.

License and access to data are granted individually. Please do not share your credentials with other users, even if they are from your same department.

If you no longer need access to Cognos or only need to receive certain reports monthly, weekly or daily, please contact the Reporting Team at reporting@utep.edu or open a Service Desk request thru the Help Desk.

If you have any questions, please contact us.

Reporting Team

reporting@utep.edu

Glossary

Package	A subset of a model, which can be the whole model, to be made available to the Cognos server.
Public Folders	Entries that are placed in Public Folders are of interest to and can be viewed by many users. When the focus is on the Public Folder tab, the content is grouped by packages or folders. Each package contains a single model and all related entries, such as folders, reports, jobs, report views, agents, metrics, URLs, and shortcuts.
My Folders	You create personal folders and use them to organize entries according to your preferences. My Folders are accessible by you only when you are logged on.

Important Information

Modifying or Deleting Reports

- Please remember that multiple users can use Cognos reports. Please make sure that any modifications that you need made to a report are requested to the Reporting Team. If you would like to create your report based of a report created by the Reporting Team, please make sure that you **Save As** your report with a different name.
- Please do not save your reports, shortcuts or report views in the Student – Schedule by department folder.
- If you by mistake modify a report created by the Reporting Team, please contact us.
- Please do not delete reports without contacting the Reporting Team in advance.

Connecting to Cognos and Internet Explorer Settings

1. If you are connecting from a computer from off campus, you need to set up a Virtual Private Network (VPN) in your computer. VPN connections require that you enroll in DUO 2-Factor Authorization. For more information and instructions on how to set it VPN and DUO, please visit: https://www.utep.edu/technologysupport/ServiceCatalog/NET_VPNGlobalProtect.html

2. Once you have established a connection to UTEP's VPN, here are some of the settings that are need in Internet Explorer browser before accessing Cognos.

   Please use Internet Explorer 11 when using Cognos, some functions do not work on other browsers and you will get errors when running reports

3. Add **utep.edu** to your Internet Explorer Compatibility View.
   a) Type **cognos.utep.edu** on the Internet Explorer bar address

   b) Select the **Tools** option on the left side of the address bar and select **Compatibility View settings**
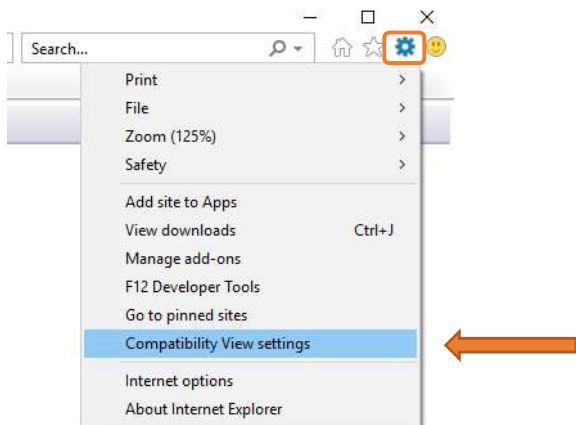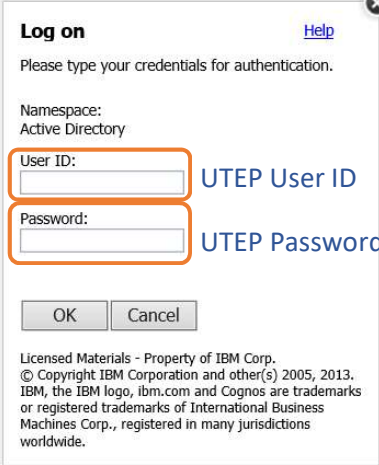

c) Click the **Add** button. Make sure that the website has been added to the second text box and click **Close**
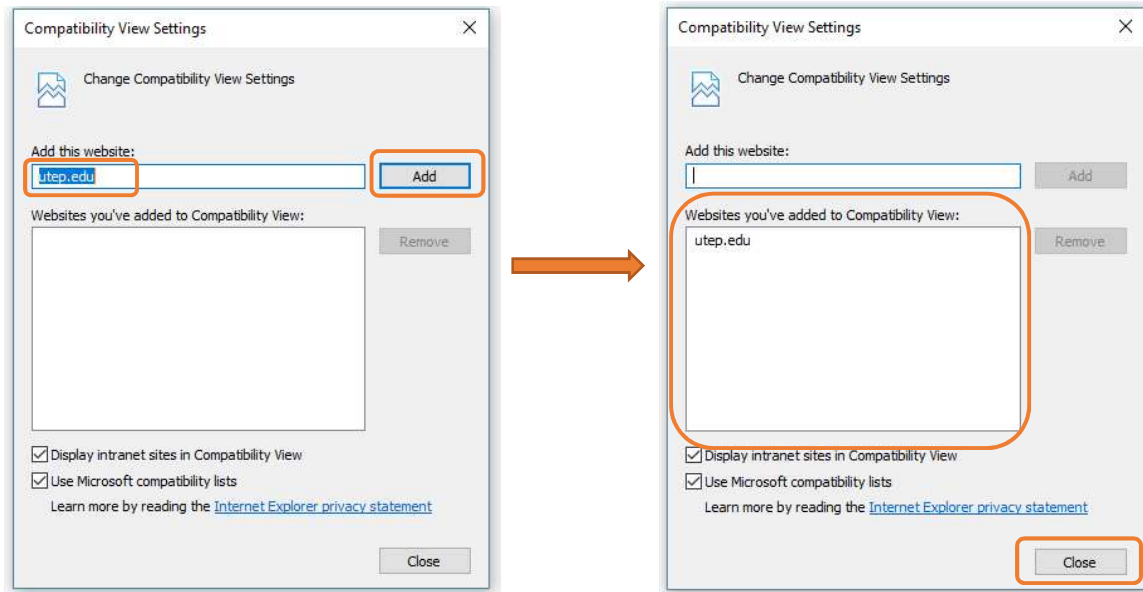
d) Restart or refresh Internet Explorer so the changes are applied

Run VPAR0100 – Schedule by Department Report

1. Access Cognos by going to **cognos.utep.edu** using Internet Explorer.
   If working off campus you need to be connected to UTEP VPN (please see instructions on section *Connecting to Cognos and Internet Explorer Settings* of this file)
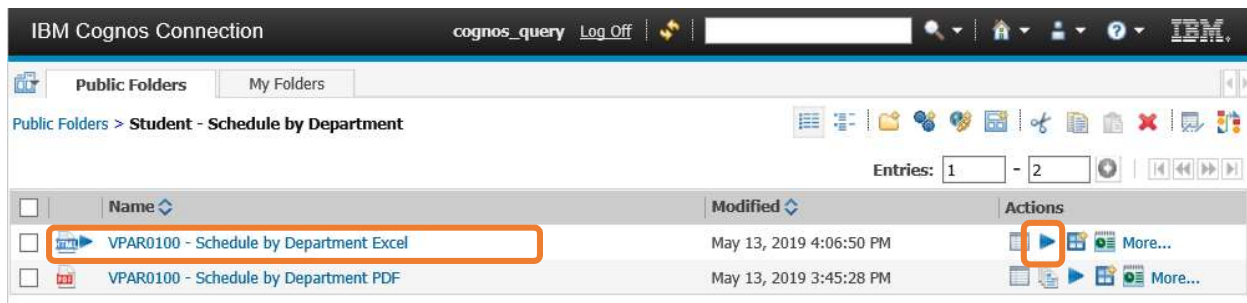2. Log On using your UTEP credentials

3. Select **My home** icon

4. Under **Public Folders** select the folder **Student – Schedule by Department**
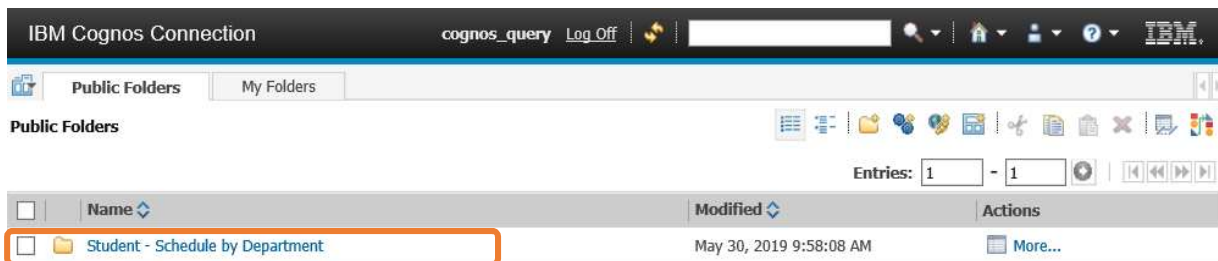
5. To run the report select ▶ icon under the Actions column. There are two different formats available for the report Excel and PDF.

6. Select **Excel 2007** under the format drop down menu and under Delivery check **Send me the report by email**. Click **Run**

7. Select the **Terms** and **Departments** that you need and click **Finish**. You can select more than one, just be aware that the report might take more time to be processed.

8. Review the selections you made for this report and click **OK** to submit or Cancel if you need to make any changes to your selections.
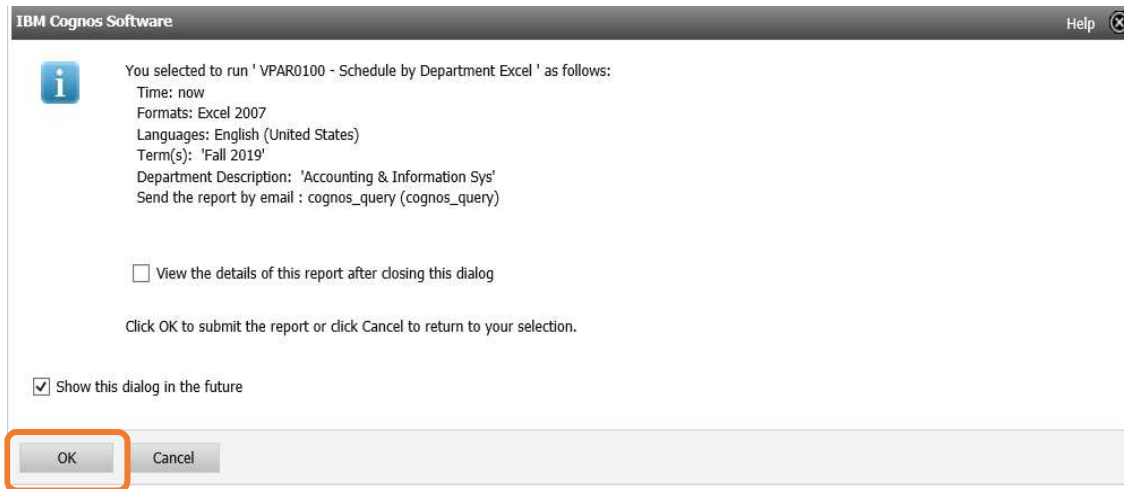
9. You will receive the Excel file by email. Depending on the report, it might take a few minutes to run.