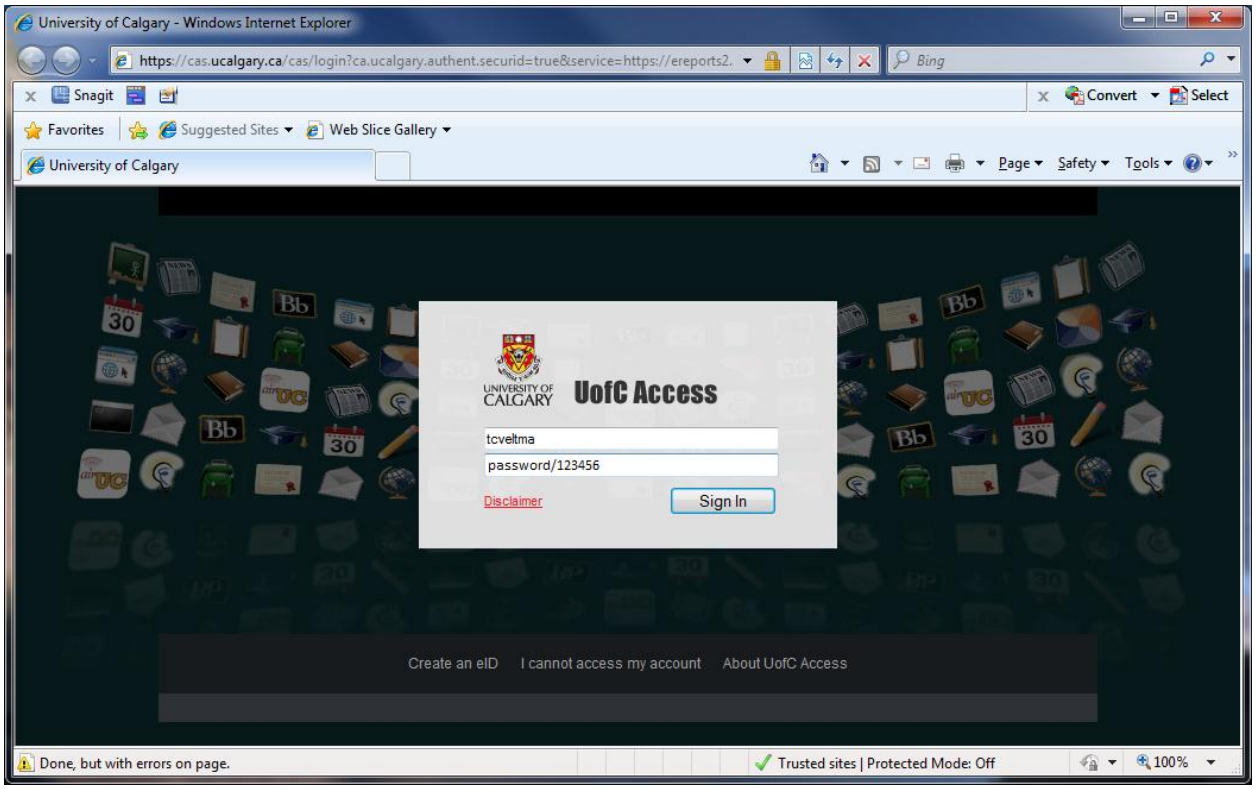
UNIVERSITY OF CALGARY
ENTERPRISE REPORTING

Logging Into Cognos User Guide



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1 Overview

1.1 *What is Enterprise Reporting?*

Enterprise Reporting is a system that gathers and consolidates data from various applications and sources, and uses the Cognos reporting environment to deliver timely, accurate information on many areas of the University.

1.2 *How current is the data?*

Report data is updated nightly. The numbers shown on a report run today are generally current as of the previous day.

1.3 *What types of reports are available?*

Standardized reports are provided in order to satisfy the information needs of our typical client. The areas covered by standard reports include:

- Finance
- Human Resources
- Research
- Student
- Supply Chain
- Other

1.4 *Getting help and information*

If the user manual does not provide you with the information you need, or to request access to Enterprise Reporting, contact IT by:

- **Phone** – (403) 220-5555
- **Email** – itsupport@ucalgary.ca
- **Submit a help ticket** – Click the help ticket link at the bottom of any report page and follow the instructions.

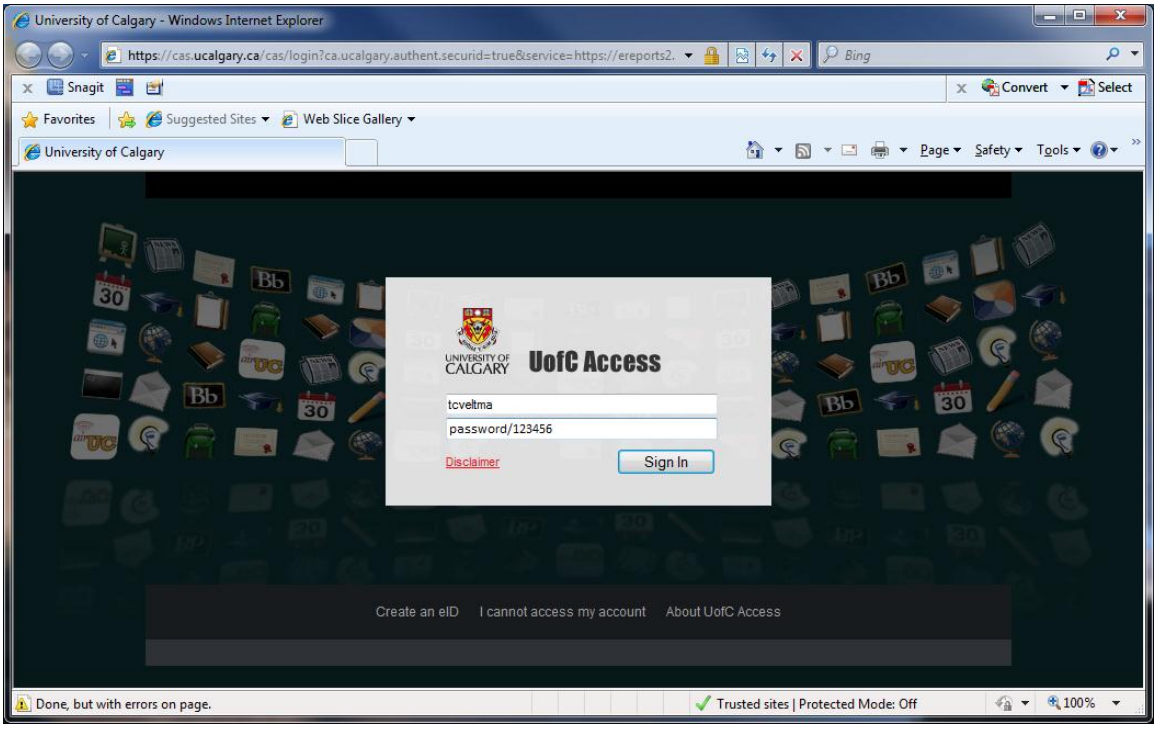
2 Accessing the Cognos Reporting Environment

2.1 *How to access*

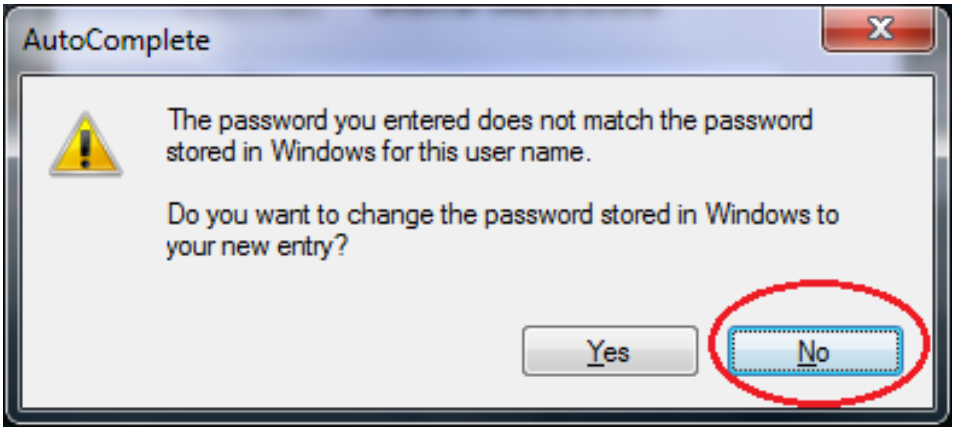
1. Go to https://ereports2.ucalgary.ca and click on “Login to Enterprise Reporting” in the Quick Links sidebar:

2. The My UofC screen will appear. Type in your eID and your password in the form of “PIN/SecureID”. In entering your password, remember:

    - Your PIN is the PIN you registered when you received your SecureID.
    - If you do not have a SecureID, contact IT to request one.
    - Your PIN should be all lower case letters.
    - Enter a “/” between your PIN and the SecureID
    - The SecureID is 6 digits and changes every 60 seconds.
    - You must press “Sign In” before the number on your SecureID changes.

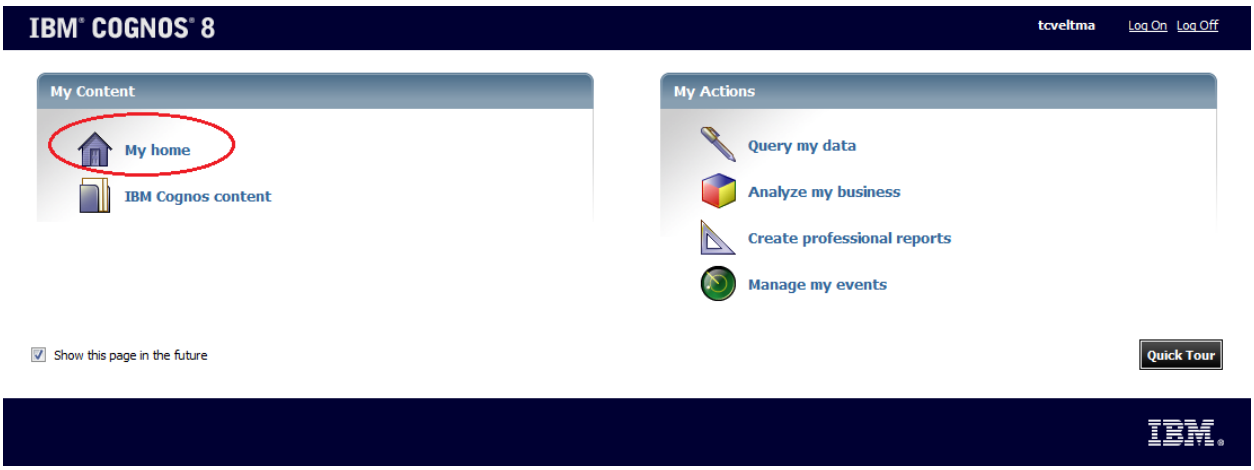


3. If your computer or browser has a password storage system, or auto-complete function, you may be asked if you want the system to remember your password. Click “No”.



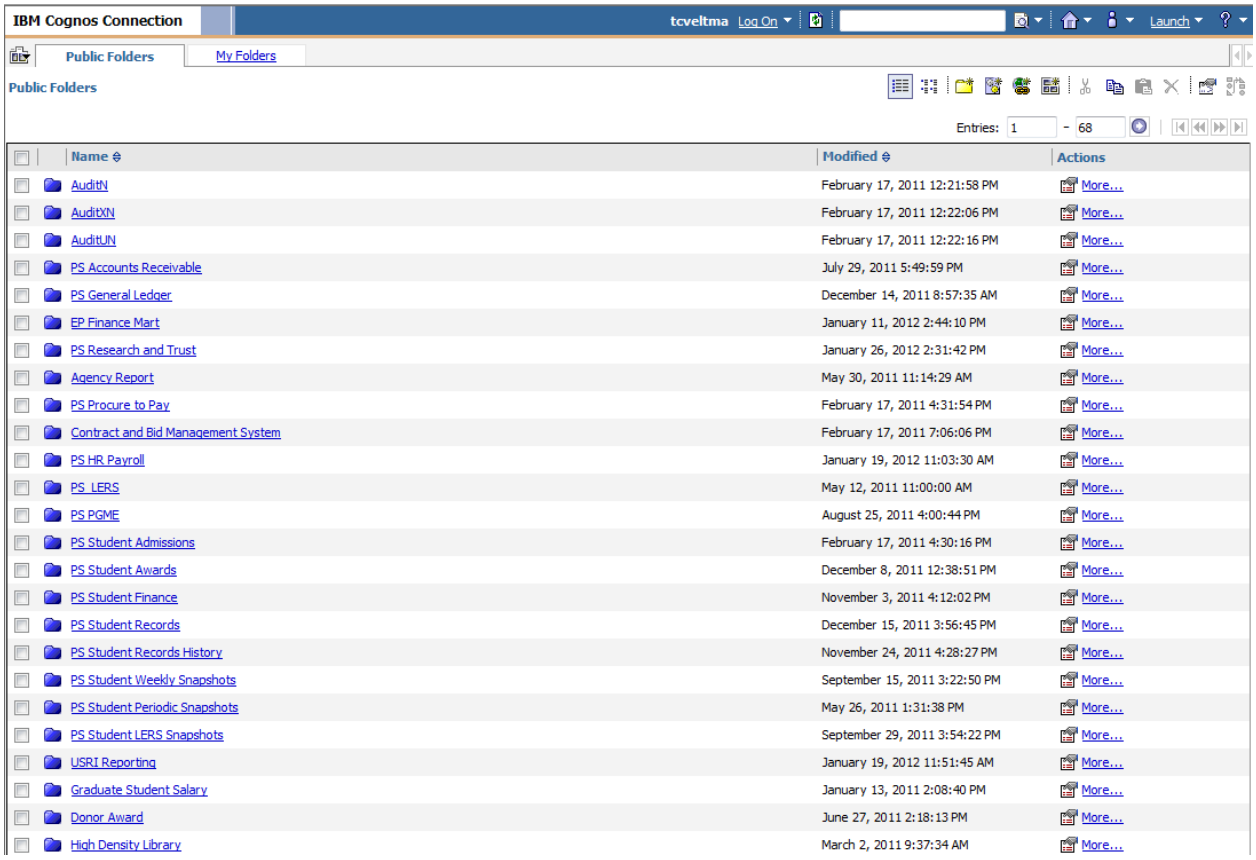
2.2 *Navigating Cognos*

The following page, the main page, will appear:



The main page displays the various content and actions you can perform from within the Cognos reporting environment. Select “My home” to access the reports.

The resulting page is the “Public Folders” page:



From the Public Folders page you can view and select the types of reports you would like to run.