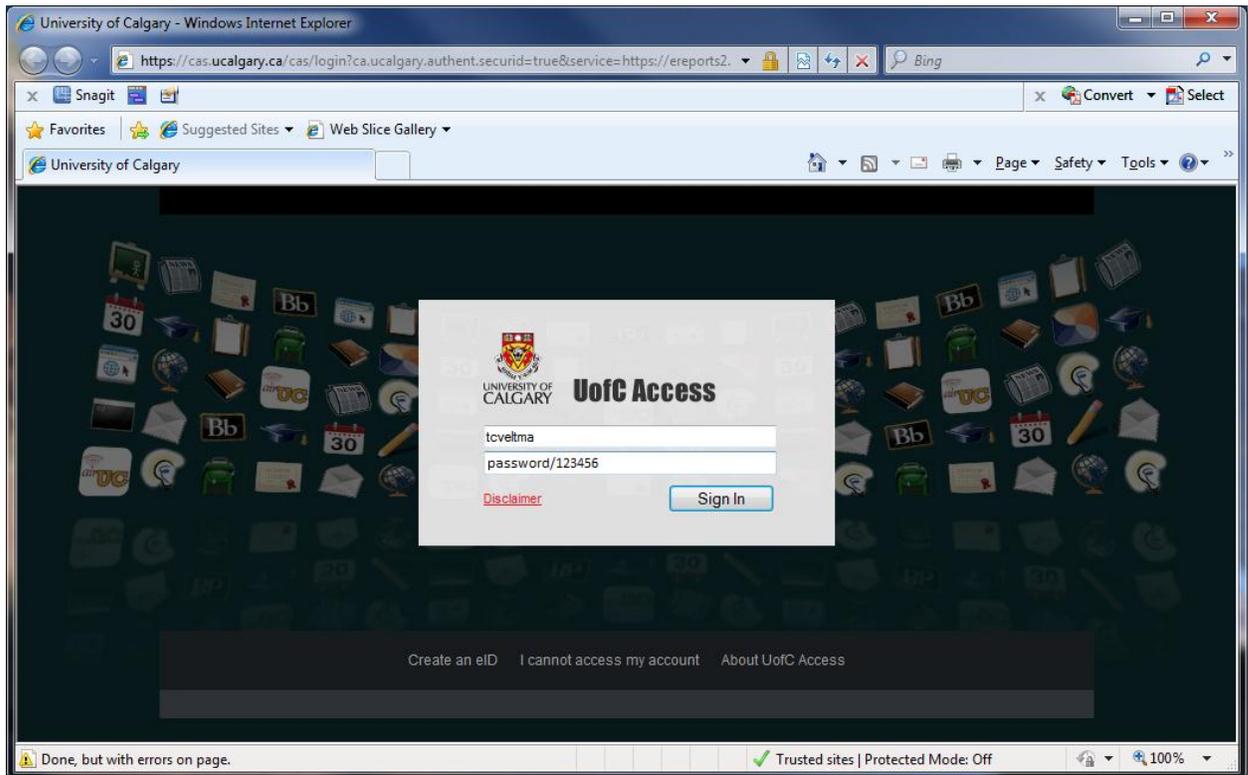




## Logging Into Cognos User Guide



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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](mailto: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

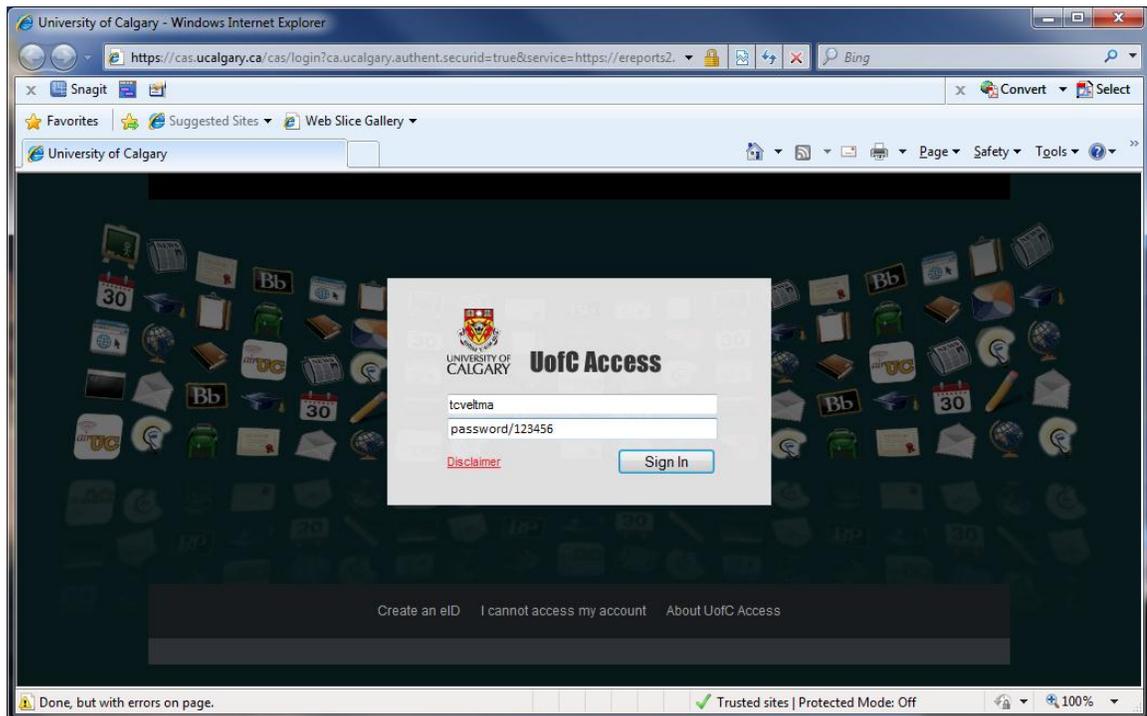
### 2.1 How to access

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



## Student Dashboard User Guide

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.

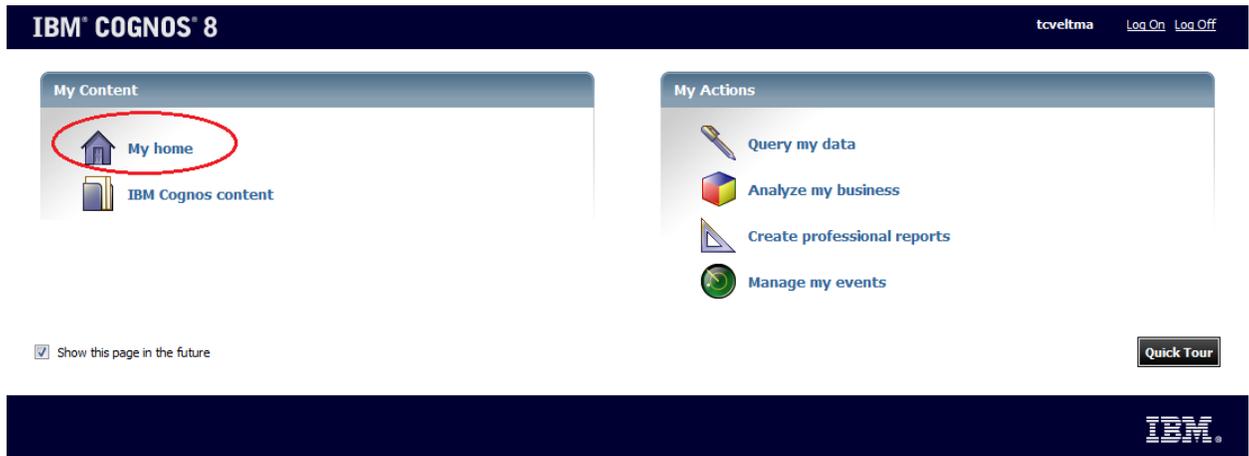


3. If your computer or browser has a password storage system, or auto-complete function, you may be asked if you want the system to remember your password. Click “No”.



## 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.

## Student Dashboard User Guide

The resulting page is the “Public Folders” page:

Name	Modified	Actions
<a href="#">AuditN</a>	February 17, 2011 12:21:58 PM	<a href="#">More...</a>
<a href="#">AuditN</a>	February 17, 2011 12:22:06 PM	<a href="#">More...</a>
<a href="#">AuditUN</a>	February 17, 2011 12:22:16 PM	<a href="#">More...</a>
<a href="#">PS Accounts Receivable</a>	July 29, 2011 5:49:59 PM	<a href="#">More...</a>
<a href="#">PS General Ledger</a>	December 14, 2011 8:57:35 AM	<a href="#">More...</a>
<a href="#">EP Finance Mart</a>	January 11, 2012 2:44:10 PM	<a href="#">More...</a>
<a href="#">PS Research and Trust</a>	January 26, 2012 2:31:42 PM	<a href="#">More...</a>
<a href="#">Agency Report</a>	May 30, 2011 11:14:29 AM	<a href="#">More...</a>
<a href="#">PS Procure to Pay</a>	February 17, 2011 4:31:54 PM	<a href="#">More...</a>
<a href="#">Contract and Bid Management System</a>	February 17, 2011 7:06:06 PM	<a href="#">More...</a>
<a href="#">PS HR Payroll</a>	January 19, 2012 11:03:30 AM	<a href="#">More...</a>
<a href="#">PS LERS</a>	May 12, 2011 11:00:00 AM	<a href="#">More...</a>
<a href="#">PS PGME</a>	August 25, 2011 4:00:44 PM	<a href="#">More...</a>
<a href="#">PS Student Admissions</a>	February 17, 2011 4:30:16 PM	<a href="#">More...</a>
<a href="#">PS Student Awards</a>	December 8, 2011 12:38:51 PM	<a href="#">More...</a>
<a href="#">PS Student Finance</a>	November 3, 2011 4:12:02 PM	<a href="#">More...</a>
<a href="#">PS Student Records</a>	December 15, 2011 3:56:45 PM	<a href="#">More...</a>
<a href="#">PS Student Records History</a>	November 24, 2011 4:28:27 PM	<a href="#">More...</a>
<a href="#">PS Student Weekly Snapshots</a>	September 15, 2011 3:22:50 PM	<a href="#">More...</a>
<a href="#">PS Student Periodic Snapshots</a>	May 26, 2011 1:31:38 PM	<a href="#">More...</a>
<a href="#">PS Student LERS Snapshots</a>	September 29, 2011 3:54:22 PM	<a href="#">More...</a>
<a href="#">USRI Reporting</a>	January 19, 2012 11:51:45 AM	<a href="#">More...</a>
<a href="#">Graduate Student Salary</a>	January 13, 2011 2:08:40 PM	<a href="#">More...</a>
<a href="#">Donor Award</a>	June 27, 2011 2:18:13 PM	<a href="#">More...</a>
<a href="#">High Density Library</a>	March 2, 2011 9:37:34 AM	<a href="#">More...</a>

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