How to Access Cognos Analytics V11

1. To obtain access, submit a Cognos Data Access Request for Finance information with Information Technology:  https://it.cofc.edu/bi/Requests.php
2. If off-campus, end-user must be using VPN to access Cognos.
3. Log into MyPortal
4. Locate and click on the “Cognos ODS Refresh Status” tile. Note: Tile may be in a different location on “your” MyPortal.
5. A box will pop up and click “Log in to Cognos.”

6. Enter user credentials and click “sign in.”
7. Once logged in, follow the outlined “breadcrumb” to access any financial report

8. The following reports contain the most common, important information, in the Budget and Transaction Reports (Current Fiscal year) folder.
   a. YTD Budget and Activity Statement – Institutional Org Roll-Up – Current Fiscal year
   b. List of All Budget Entries – Current Fiscal Year
   c. List of Operating Expenses – Current Fiscal Year
   d. YTD Budget and Activity Statement – Current Fiscal Year (Index Prompt)

9. How to export a report
   a. Click the hyperlink to run the report in the default setting OR
   b. Click the ellipses to export into a different format through “Run As”
      i. Choose the required format
ii. Click “Run”
10. If you have already run the report in the default HTML, you can click the “DVD” button to export to the required format.