

IBM Cognos Analytics How to Request Cognos Access

Available Packages:

- Admissions (includes reports and ad hoc)
- Census Reports
- Registration Dashboard
- Records and Enrollment Reports*

* Cognos Records and Enrollment Training is required prior to requesting access.

For a more details regarding available packages and the reports in them, visit our website: <u>AT.IllinoisState.edu/EDA</u>

Request Access from the IT Help Web Portal

Navigate to <u>ITHelp.IllinoisState.edu</u>.

- **1.** Click the <u>*Get Help*</u> button.
- 2. When the *IT Help Support Request* page opens, click the *Login to the IT Help Support Portal* link on the right.
- 3. In the pop up box, enter your ULID and password. Then click the *Login* button.
- 4. Click the <u>*Request or Change Access*</u> link in the top, left corner.
- 5. Use the *Preferred Phone Number* field to enter a phone number you can be reached at.
- 6. Use the *Do you wish to add, modify or remove access?* dropdown menu to select <u>Add</u>.
- 7. Use the For which service? dropdown menu to select Cognos Business Intelligence.
- Click the <u>Yes</u> radio button next to each package you wish access.
 *Users must also attend the <u>Records and Enrollment training</u> before they can request access to the Records and Enrollment Package.
- **9.** For each package, use the *Detail Business Need* to describe what job duties the reports in the package will help you fulfill.
- **10.** Click the <u>Save</u> button.

3	Status: New
Short Description: Request to add, change or remove access.	Save
n/Additional Comments: Request to add, change or remove access.	
Preferred Phone: 309-438-5555	
Owning leam: Al Endpoint Support Due Date: 12/18/2017	2:19 PM
Click to Request an Update or Provide more Information	oticeent
Request or Change Access	Notice int Different Business Business
Do you wish to add, modify or remove access?: Add	Bucase
For which service?: Cognos Business Intelligence	
Please select the Cognos Package(s) you would like access to (select all that apply):	
Admissions Reports and Adhoc 🔘 Yes 💿 No Detail Business Need: I need these reports because I review and ser	
Census Reports 🛛 🔍 Yes 🔍 No Detail Business Need: As part of my job duties, I compile my depart	ment's internal 10
Records and Enrollment Reports 🔍 Yes 💿 No	
Registration Dashboard 🔍 Yes 🖲 No	



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