Cognos Analytics Folder Approvers & Responsibilities

Wendi Lewis - 2026-05-07 - Comments (0) - Cognos Analytics

Cognos Analytics is a folder-based application. This means users request access to a folder(s) that contains the reports they need.

Folder Approvers

Each folder has a set of data stewards who approve (or deny) Cognos Analytics access requests.

Folder	Package	Primary Approver	Backup Approver
Alumni Relations	Financial Records	Charlene Sweeney	n/a
Athletics	Financial Aid	Sean Ferns	Kelly Duffy
	Financial Records	Charlene Sweeney	n/a
	Student (Departmental)	Karey Majka	Robert F. Fitzgerald
Banner Security Reports	BannerSecurity	Chris Gordon	Carol Cutler
BioMed Grants Reports	Grants	Stacy Goulette	Ryan Dodd
Brown Card Office Reports	Bear Bucks Legacy	Michael Leitao	Carleia Lighty
C-CURE Library Reports (Path: Brown Card Entrance Activity > Library)	C-CURE Transactions	Katharine T. Barnes	Mary Heather Smith
Cognos Activity Audit Reports (OIT only)	• Audit • User License	Chris Gordon	Carol Cutler
Conflict of Interest Reports	Conflict of Interest	Stacy Goulette	Ryan Dodd
Course Cart	Student	Karey Majka	Robert F. Fitzgerald

Folder	Package	Primary Approver	Backup Approver
Course Feedback Reports	• Course Evaluation • TPAC Teaching Evaluation	Avi Brach-Neufeld	Ethan Pollock
Dining Services Reports	Dining Services Legacy	Tatum Ponte	Kelly Murphy
DOC RO Reports (DOC Office only)	Student	Karey Majka	Robert F. Fitzgerald
EMSR Reports	EMSR Model	Tina Curley	Corinne R O'Brien
Enrollment Planning & Analysis	Admission/Folder	Christina Gaffney	Tony Sylvester
	Financial Aid	Kelly Duffy	Sean Ferns
	Student	Karey Majka	Robert F. Fitzgerald
Faculty Affairs Reports	• Faculty Appointments • Faculty Activity Reports (FAR)	TBD	Elizabeth Doherty
Financial Records Reports (Legacy)	Financial Records	Charlene Sweeney	n/a
Graduate School	• Accounts Receivable • Admissions (limited to GR student level) • CASHNet v.522 and 5 SAR • GSIM • GSIM Post 2015 • Registration Override Requests • Student • Student (Departmental)	Mary Heather Smith	Ethan Bernstein
Graduate School Reports for Departments	• GSIM • GSIM Post 2015 • Registration Override Requests • Student (Departmental)	Mary Heather Smith	Ethan Bernstein
Graduate Student Events	• Admission • Student	Mary Heather Smith	Susan Ely

Folder	Package	Primary Approver	Backup Approver
Grants Reports for Departments	Grants	Stacy Goulette	Ryan Dodd
HR Legacy Reports	Human Resources	Kimberly Roskiewicz	n/a
Human Research Protection Program	Human Subjects	Alexandra Boutros	Alana Chetlen
Institutional Research	n/a—folder owner	Tracy Barnes	Karen Baptist
	Admission	Tony Sylvester	Afia Islam
	FacultyAppt DataSource	Tracy Barnes (delegated by Meghan Hall)	Karen Baptist (delegated by Meghan Hall)
	Student	Tracy Barnes (delegated by Rob Fitzgerald)	Karen Baptist (delegated by Rob Fitzgerald)
Lab Animals Reports	Lab Animals	Stacy Goulette	Ryan Dodd
Labor Distribution Reports	Labor Distribution	Charlene Sweeney	n/a
Legacy BioMed Sponsored Projects Reports		Stacy Goulette	Ryan Dodd
Legacy IACUC Reports (Lab Animals Reports is automatically granted when IACUC Reports is approved)	• IACUC • Lab Animals	Stacy Goulette	Ryan Dodd
Legacy IRB Reports	IRB	Stacy Goulette	Ryan Dodd
Legacy RAIS Senior Management Reports	Financial Records	Stacy Goulette	Ryan Dodd
Legacy RAIS Sponsored Projects Reports	• Financial Records • Sponsored Projects	Stacy Goulette	Ryan Dodd

Folder	Package	Primary Approver	Backup Approver
Legacy School of Public Health Sponsored Projects Reports	Sponsored Projects	Stacy Goulette	Ryan Dodd
Legacy Sponsored Projects Reports for Departments	Sponsored Projects	Stacy Goulette	Ryan Dodd
Medical School OAFA	• Admission • Financial Aid	Natalia Onufrieva	TBD
MedRandR	• Admission • Student	Natalia Onufrieva	TBD
OIT BI Developers		Jennifer Lane	Steven Duncan
OIT Operations Center		Chris Gordon	Carol Cutler
OIT Service Center	• BannerSecurity • User License	Chris Gordon	Carol Cutler
Pre-College and Undergraduate Programs Reports	Pre-College and UG Programs	Samuel Sumeracki	Jonathan Nogueira
Pre-College and Undergraduate Programs Departmental Reports	Pre-College and UG Programs	Samuel Sumeracki	Jonathan Nogueira
RAIS Agreements Reports	Agreements	Stacy Goulette	Ryan Dodd
RAIS Grants Reports	Grants	Stacy Goulette	Ryan Dodd
RAIS Security Reports	• Grants • InfoEd	Stacy Goulette	Ryan Dodd
RAIS Team	• Agreements • Conflict of Interest • Grants • Human Subjects • IRB • Lab Animals • Research Administration Security Reports • Sponsored Projects	Stacy Goulette	Ryan Dodd
Provost Financial Records	Financial Records	Charlene Sweeney	n/a

Folder	Package	Primary Approver	Backup Approver
Real Estate (Financial Records)	Financial Records	Charlene Sweeney	n/a
Registrars Office	• Student (Departmental) • Student	Karey Majka	Robert F. Fitzgerald
Registrar Office Reports for Departments	Student (Departmental)	Karey Majka	Robert F. Fitzgerald
Registrar Office Student Workers	Student	Karey Majka	Robert F. Fitzgerald
Residential Life Reports	Housing Assignment Legacy	Nick Greene	Amanda Surgens
Scheduling Office	Event Scheduling	Kestin Gussoff	Robert F. Fitzgerald
Scheduling Office Reports for Departments	Event Scheduling	Kestin Gussoff	Robert F. Fitzgerald
School of Public Health Grants Reports	Grants	Martha Hagopian	Kerri Evans
Student Accounts	• Accounts Receivable • CASHNet v.522 and 5 SAR	Wynette J. Richardson	n/a
Student Health Insurance Reports	• Accounts Receivable • CASHNet v.522 and 5 SAR	Wynette J. Richardson	n/a
The College	• Student • Student (Departmental)	Karey Majka	Rob Fitzgerald
	N/A - folder owner	Avi Brach-Neufeld	Ethan Pollock
The College—Class-Year Advising	Student	Karey Majka	Rob Fitzgerald
	N/A - folder owner	Avi Brach-Neufeld	Ethan Pollock
The College—Co-Curriculum	Student	Karey Majka	Rob Fitzgerald
	N/A - folder owner	Avi Brach-Neufeld	Ethan Pollock

Folder	Package	Primary Approver	Backup Approver
UG FinAid Shared	Financial Aid	Kelly Duffy	Sean Ferns
Undergraduate Admission	Admission	Tony Sylvester	Afia Islam

Approver Roles

Folders typically have a set of 2 approvers—data stewards who will review a folder request and determine if it is appropriate to grant access to the individual requesting it. If the folder accesses multiple data sources, there may be additional folder approvers.

- **primary approver**
  main person who will approve (or deny) the request for access to the folder and related data
- **backup approver**
  secondary person who will serve as the approver when the primary approver is unavailable (i.e. out of the office)

NOTE: If a folder provides access to multiple packages (data sources), a folder may have 2 approvers for each additional package.

Approver Responsibilities

1. Coordinate With Your Primary and Backup Approver Partner

If you are the primary approver, coordinate with your backup approver to approve requests when you will be out of of the office.

2. Review Requests in a Timely Manner

The person requesting the folder may need access to the data to do their job. Be mindful not to delay in reviewing the request.

3. Consider if the Request is Appropriate

You must determine if it is appropriate to grant access to the user requesting the folder and the reports and data it contains. Come to agreement with your primary and backup approver partner on the criteria necessary to make an approval.

You may want to consider the following criteria.

User criteria	Description
Department	Some folders are intended only for users in a specific department(s). For example, the Registrar folder is only granted to users who work in the Office of the Registrar.
Has the user been granted access to a related application?	Some reports require the user to have access to the application where the underlying data originates. For example, to gain access to the Departmental Reports folder for academic departments, the user first needs to have access to Banner.

User criteria	Description
Position	Some content is intended for users in a certain level in the organization. For example, the OSP Senior Management reports may not be appropriate for an administrative assistant.

4. Approve or Deny a Request

You (both the primary and backup approver) will receive an email when a new request is submitted. Only one of you should respond.

Approval decision	Additional Action	What happens next?
✔ Approve	Reply all to the email with the word **Approve**. No further action from you is needed.	When all other folders requested on the ticket are approved, the request is sent to the Database Administration team for setup. Once setup is complete, the user will be notified.
✘ Deny	1. **Email the user** directly and explain why the folder request is not approved. 2. **Reply all to the access request email** with the following: • Type the word "**Deny**." • Copy and paste the email you sent the user, so the ticket is documented with an explanation.	Are there other folders requested in the ticket? • **No**—Computing Accounts & Passwprds (CAP) cancels the ticket. • **Yes**—CAP removes the rejected folder from the request. When all other folders requested on the ticket are approved, the request is sent to the Database Administration team for setup. Once setup is complete, the user will be notified.
Need more info	Reply to the email with additional information that you need in order to make a decision.	CAP will review your email and follow up accordingly.