

Request Access to Cognos Analytics

Wendi Lewis - 2024-01-19 - Comments (0) - Cognos Analytics

Cognos Analytics is a reporting and analytics tool that provides reports on University data. Reports are available for many applications such as Banner, Coeus, Course Evaluations, 25Live and more.

Reports are organized in folders, and OIT grants users access to specific folder(s). [Jump to folder descriptions.](#)

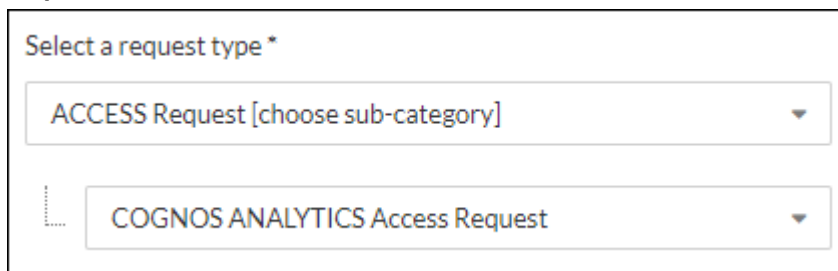
Eligibility Requirements

Folders have an eligibility requirement(s) to obtain access. For example, you may need to be an employee in a specific department or have access to another application.

Your supervisor will be notified when you request access to a Cognos Analytics folder(s). It's a good idea to discuss your Cognos Analytics access needs with your supervisor before you submit a request.

Request a Cognos Analytics Folder(s)

1. [Create a ticket](#) (for you or someone else).
2. From the **Select a request type** drop-down list, select **ACCESS Request**.
3. From the sub-category drop-down list that appears, select **COGNOS ANALYTICS Access Request**.

A screenshot of a web form for selecting a request type. The form has a title "Select a request type *" in blue. Below the title is a dropdown menu with the text "ACCESS Request [choose sub-category]" and a downward arrow. Below this dropdown is a sub-category dropdown menu with the text "COGNOS ANALYTICS Access Request" and a downward arrow. The sub-category dropdown is preceded by a small icon of a list.

4. Complete the required fields on the form.
5. Use the table below to help you select up to 4 Cognos Analytics folders.

NOTE: To request more than 4 folders, list additional folders in the **additional details** field at the bottom of the form.

Folder Descriptions

Folders in **bold font** below may be appropriate for administrative users in academic departments—discuss with your supervisor which folders are right for you.

Folder	Description
Athletics	Shared folder for content developed and/or used by Athletics department users. This folder grants access to these packages: Student (Departmental), Student, Financial Aid, Financial Records, Registration Override Requests.
Banner Security Reports	Banner security reports developed by the OIT database administration team. Access to this folder grants access to this package(s): Banner Security.
BioMed Sponsored Projects Reports	For BioMed users. Access to this folder grants access to this package(s): Sponsored Projects.
Brown Card Office Reports	For Brown Card Office users, this folder contains legacy CBORD Odyssey PCS system reports on Bear Bucks transaction and card balance data (May 2, 2005–June 3, 2022). Access to this folder grants access to the Bear Bucks Legacy package. Content is developed and maintained by the OIT Business Intelligence Team.
Campus Life	Shared folder for content developed and/or used by Campus Life users. Access to this folder grants access to this package(s): Student.
C-CURE Library Reports	For users in the Library. Reports on Brown card swipe library card reader locations. Access to this folder grants access to this package(s): C-CURE Transactions. Content developed and maintained by the OIT Business Intelligence Team and Institutional Research.
CIS Developers	For OIT Application Developers.
CIS Help Desk	For OIT Help Desk users. Access to this folder grants access to this package(s): Admission, Student.
CIS Operations Center	For OIT Operations Center employees.
Cognos Activity Audit Reports (CIS Only)	Audit reports delivered by Ironside Group to audit Cognos Analytics usage. (Delivered audit reports can be found in the Audit package folder.)
Cognos User License Reports (CIS Only)	Reports developed by the BI and DBA teams to monitor user license assignments, group membership, and folder permissions. Access to this folder grants access to this package(s): User License.
Conflict of Interest Reports	For users in the Office of Research Integrity and Research Administration Information Systems (RAIS). Access to this folder grants access to this package(s): Conflict of Interest. Content developed and maintained by the OIT Business Intelligence Team and RAIS.
Course Cart	For users who need access to course cart data reports. Access to this folder grants access to the Student package. Content developed and maintained by the Registrar's Office.

Folder	Description
Course Feedback Reports	For academic departments users. Access to this folder grants access to the TPAC Teaching Evaluation and Course Evaluation packages. Content developed and maintained by the OIT Business Intelligence Team.
Dean of the College	Shared folder for content developed and/or used by the Dean of the College users. This folder grants access to these packages: Student, Student (Departmental), Registration Override Requests.
Dining Services Reports	For Dining Services users, this folder contains reports on the following historical CBORD Odyssey meal plan data: • contract information from HMS system for end dates 5/18/12-1/1/23 • usage data from PCS system for transactions dated 1/2/18-6/3/22. This folder grants access to the Dining Services Legacy package. Content developed and maintained by OIT Business Intelligence Team.
DOF Reports	Folder for content developed and/or used by Dean of the Faculty users. Access to this folder grants access to this package(s): Student.
Emergency Readiness	Subfolder in Registrar > Accessible by Other Offices for users who need access to student emergency contact information reports. Access to this folder grants access to this package(s): Student.
Faculty Affairs Reports	For users in the Office of Institutional Research and faculty affairs offices (in BioMed, Dean of the Faculty, and School of Public Health). Access to this folder is granted with access to the Faculty Affairs and Faculty Activity Reporting (FAR) packages.
Financial Records Reports (Legacy)	Folder for legacy (pre-FY14) financial records reports (divided into subfolders). Access to this folder grants access to this package(s): Financial Records. NOTE: Access to this legacy data will be granted on a case-by case basis when there is a demonstrated special need. When requesting this folder, use the additional details field to describe the reason for your request.
Graduate School	Shared folder for Graduate School administration users to save content. Access to this folder grants access to this package(s): Admissions, Student, Accounts Receivable, Financial Aid, GSIM, GSIM Post 2015. Content developed and maintained by Graduate School administration. NOTE: If you are an academic department user, you should not request this folder. You should request the Registrar Office Reports for Departments folder and/or Graduate Student Reports for Departments folder instead.

Folder	Description
Graduate School Reports for Departments	For administrative users who work with graduate programs, this folder contains reports related to graduate students and programs. Content is developed and maintained by the Graduate School and OIT Business Intelligence Team. This folder grants access to these packages: GSIM, GSIM Post 2015, Student (Departmental), and Registration Override Requests. NOTE: When requesting this folder, include your department's alpha code(s) in the Additional Details field.
Graduate Student Events Reports	This folder provides reports for SPS and Grad School users who plan graduate student events. This folder grants access to the Admission and Student packages. Content developed and maintained by the Graduate School.
HR Legacy Reports	Subfolder in Human Resources Reports for reports against legacy (pre-FY13) HR data. Access to this folder grants access to this package(s): Human Resources. Content developed and maintained by the OIT Business Intelligence Team.
HR Online Employment System Legacy Reports	Subfolder in Human Resources Reports for HR employment staff. Access to this folder grants access to this package(s): HR Online Employment System Legacy. Content developed and maintained by the OIT Business Intelligence Team.
Human Subjects Reports	For users in the Office of Research Integrity, this folder provides Institutional Review Board (IRB) reports. It grants access to the Human Subjects package. Most content developed by the Research Administration Information Systems (RAIS) Team.
IACUC Reports	For users in the Office of Research Integrity. Institutional Animal Care and Use Committee (IACUC) reports. Access to this folder grants access to this package(s): IACUC. Content developed and maintained by the Office of Sponsored Projects. NOTE: Lab Animals Reports is automatically granted when IACUC Reports is approved. For users in the Office of Research Integrity who work with InfoEd Lab Animals data. Access to this folder grants access to this package(s): Lab Animals. Most content developed by the OIT Business Intelligence Team.)
InfoEd Security Reports	For Research Administration Information Systems (RAIS) users to monitor access rights in the InfoEd system. Access to this folder grants access to the InfoEd Security package.
Institutional Equity and Diversity Reports	Shared folder for users in the Office of Institutional Diversity & Equity to save content. Access to this folder grants access to this package: Student.
Institutional Research	Shared folder for users in the Office of Institutional Research to save content. Access to this folder grants access to this package(s): Admission, Student.

Folder	Description
IRB Reports	For users in the Office of Research Integrity, this contains legacy Institutional Review Board (IRB) reports from June 2009—May 2023 that use the IRB package. Most content developed by the OIT Business Intelligence Team.
Labor Distribution Reports	For departmental users. Legacy (pre-FY14) payroll data. Access to this folder grants access to this package(s): Labor Distribution. Content developed and maintained by the OIT Business Intelligence Team. NOTE: Access to this legacy data will be granted on a case-by-case basis when there is a demonstrated special need. When requesting this folder, use the additional details field to describe the reason for your request and include your department number.
Medical School OAFA	Shared folder for users in the Medical School Office of Admissions and Financial Aid to save content. Access to this folder grants access to this package(s): Admission, Financial Aid, Student. Content developed and maintained by the Medical School.
MedRandR	Shared folder for users in Medical School Records and Registration to save content. Access to this folder grants access to this package(s): Accounts Receivable, Student (Departmental), Student. Content developed and maintained by the Medical School.
Office of Continuing Education Reports	For users in the School of Professional Studies AND Pre-College and Undergraduate Programs . Access to this folder grants access to this package(s): Continuing Education. Content developed and maintained by the OIT Business Intelligence Team.
Office of Continuing Education Departmental Reports	For users in the School of Professional Studies AND Pre-College and Undergraduate Programs . Access to this folder grants access to this package(s): Continuing Education. Content developed and maintained by the OIT Business Intelligence Team
Pre-College and Undergraduate Programs Departmental Reports	For users in PCUG, reports in this folder use the Pre-College and UG Programs package. Content developed and maintained by PCUG.
Pre-College and Undergraduate Programs Reports	For users in PCUG, reports in this folder use the Pre-College and UG Programs package. Content developed and maintained by the OIT Business Intelligence Team.
Provost	Shared folder for users in the Office of the Provost to save content. Access to this folder grants access to this package(s): Financial Records (legacy pre-FY14). NOTE: Access to this legacy data will be granted on a case-by-case basis when there is a demonstrated special need. In your access request, use the additional details field to describe the reason for your request.

Folder	Description
RAIS Senior Management Reports	For OSP Senior Management only. This grants access to the Sponsored Projects package and provides access to the following folders: • Sponsored Projects Reports for Departments • RAIS Sponsored Projects Reports sub folders: ◦ Activity Reports for Senior Management ◦ Crosstab Activity Reports - Proposal, Awards, Expenses ◦ Standard Monthly Reports: Proposal and Award Activity
RAIS Sponsored Projects Reports	Shared folder for users in Research Administration Information Systems (RAIS) to save content. Access to this folder grants access to this package(s): Sponsored Projects. Content developed and maintained by RAIS.
Registrars Office	Shared folder for users in the Office of the Registrar to save content. This folder grants access to these packages: Course Proposal, Student (Departmental), Student, and Registration Override Requests.
Registrar Office Reports for Departments	For administrative users in academic departments, this folder contains Banner-related reports with course- and student-related information. Content developed and maintained by the Registrar's Office and the OIT Business Intelligence Team. This folder grants access to these packages: Course Proposal (Departmental), Student (Departmental), and Registration Override Requests. NOTE: When requesting this folder, include your department's alpha code(s) in the Additional Details field.
Residential Life Reports	For Residential Life users, this folder contains legacy CBORD Odyssey HMS housing reports (June 2012-June 2022). This folder grants access to the Housing Assignment Legacy package. Content developed and maintained by the OIT Business Intelligence Team.
Scheduling Office	This folder contains 25Live-related reports for departments and grants access to the Event Scheduling package. Content developed and maintained by the OIT Business Intelligence Team.
Scheduling Office Reports for Departments	25Live reports for departments. Access to this folder grants access to the Academic Technology services and Event Scheduling packages. Content developed and maintained by the OIT Business Intelligence Team.
School of Public Health Sponsored Projects Reports	Sponsored Projects reports for the School of Public Health. Access to this folder grants access to the Sponsored Projects package. Content is developed and maintained by the School of Public Health. Users must have access to Coeus first to request this folder.
Sponsored Projects Reports for Departments	Sponsored Projects reports for departments. Access to this folder grants access to this package(s): Sponsored Projects. Content developed and maintained by the Office of Sponsored Projects. Users must have access to Coeus first to request this folder.

Folder	Description
Student Accounts	Shared folder for users in Student Financial Services to save content. Access to this folder grants access to the Accounts Receivable and CASHNet v.522 and 5 SAR packages plus the Accounts Receivable Reports and Student Health Insurance folders.
Student Health Insurance Reports	Access to this folder grants access to the Accounts Receivable and CASHNet v.522 and 5 SAR packages. Content developed and maintained by the OIT Business Intelligence Team.
UG FinAid Shared	Shared folder for users in Undergraduate Financial Aid to save content. Access to this folder grants access to this package(s): Financial Aid. Content developed and maintained by Undergraduate Financial Aid. Users granted permission to this folder, also receive permission to Financial Aid Reports > FA_UnderGrad School.
Undergraduate Admission	Shared folder for users in the Office of College Admission to save content. Access to this folder grants access to the Admission package. Content developed and maintained by the Office of College Admission.

What happens next with my access request?

1. Your supervisor will be informed by email of your request (but does not need to approve it).
2. Computing Accounts & Passwords (CAP) assigns [approvers](#) for the folder(s) you requested. [Approvers](#) verify you are authorized to view the data you requested and sign off on your request.
3. CAP assigns it to the OIT database administration group, which handles Cognos Analytics security, for final setup.
4. Once your request is complete, you will receive confirmation emails from CAP and a member of our team.
5. Now you can [sign up for Cognos Analytics training!](#)

Check the status of your request

- View your access request online: ithelp.brown.edu/tickets
- Contact Computing Accounts & Passwords (CAP): (401) 863-4357, CIS-CAP@brown.edu