Request Access to Cognos Analytics

Wendi Lewis - 2026-04-01 - Comments (0) - Cognos Analytics

Cognos Analytics (reporting.brown.edu) is a reporting and analytics tool that provides reports on University data. Reports are available for many applications such as Banner, Course Evaluations, Huron Research Suite, and more.

Folders—Reports are organized in folders that users may request (see list below).

Eligibility requirements—Folders have an eligibility requirement(s) to obtain access. See folder descriptions below for requirements. For example, you may need to be an employee in a specific department or have access to another application.

Submit an access request.

List of Folders by Organizational Unit

Provost Folders

Academic Affairs

Folder	Description
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.
Institutional Research	Shared folder for users in the Office of Institutional Research to save content. Access to this folder grants access to these packages: Admission, C-CURE Transactions, Faculty Appointments, GSIM. GSIM Post 2015, Student and Student Legacy.

Biomed

Folder	Description
EMSR Reports	For Warren Alpert Medical School staff to run Electronic Medical Student Record (EMSR) reports. This folder grants access to the EMSR Model and EMSR Banner Model data modules. Content maintained by OIT Departmental Systems.
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 the Admission Reports folder, the Financial Aid Reports folder, and the following packages: Admission, Financial Aid, Student. Content is developed and maintained by the Medical School and OIT Departmental Systems.

Folder	Description
MedRandR	Shared folder for users in Medical School Records and Registration to save content. Access to this folder grants access to the Admission (MD and GR student levels) and Student packages. Content developed and maintained by the Medical School.

The College

Folder	Description
The College	Shared folder for content developed and/or used by users in The College. This folder grants access to these packages: Student, Student (Departmental), Registration Override Requests.
The College—Class-Year Advising	Shared folder for content developed and/or used by the Class Year Advising team within the College. This folder grants access to the Student package.
The College—Co-Curriculum	Shared folder for content developed and/or used by the Co-Curriculum team within the College. This folder grants access to the Student package.

Enrollment & Undergraduate Admission

Folder	Description
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.
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. **Prerequisite**: Users must have access to the Course Feedback system (EvaluationKit) first to request this folder.
Enrollment Planning and Analysis	For users in the Provost's Office, this folder contains reports for enrollment planning and analysis. This folder grants access to the Admission, Financial Aid, and Student packages. Content developed and maintained by the Provost's Office.
Registrar 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. Learn more about this folder (login required). **NOTE**: When requesting this folder, include your department's alpha code(s) in the Message box. For example, ENGN for Engineering.

Folder	Description
Registrar Office Student Workers	Contains reports for Registrar Office student workers. This folder grants access to the Student package.
Scheduling Office	This folder contains 25Live-related reports for the Scheduling Office 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.
UG FinAid Shared	Shared folder for users in Undergraduate Financial Aid to save content. Access to this folder grants access to the Financial Aid Reports folder and to the following packages: Financial Aid. Content is developed and maintained by Undergraduate Financial Aid.
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.

Graduate School

Folder	Description
Graduate School	Shared folder for Graduate School administration users to save content. Content developed and maintained by the Graduate School. Access to this folder grants access to the following packages: Admissions (limited to GR student level), Accounts Receivable, CASHNet v.522 and 5 , SAR, and Student. Additionally, access to this folder grants access to the Admission Reports folder and consumer access to the Graduate School Reports for Departments folder including access to the following packages: GSIM, GSIM Post 2015, Registration Override Requests, and Student (Departmental).
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, Registration Override Requests, and Student (Departmental). This folder also grants access to Registrar Office Reports for Departments. **NOTE**: When requesting this folder, include your department's alpha code(s) in the Message field. For example, ENGN for Engineering. You can also request the Registrar Office Reports for Departments folder, or the folder will be added to your request.
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.

Library

Folder	Description
C-CURE Library Reports* - the actual folder name is Brown Card Entrance Activity > Library	For users in the Library, this contains reports on Brown card swipe library card reader locations. Access to this folder grants access to the C-CURE Transactions package. Content developed and maintained by the OIT Business Intelligence Team and Institutional Research.

Pre-College and Undergraduate Programs

Folder	Description
Pre-College and Undergraduate Programs Departmental Reports	For users in Pre-College and Undergraduate Programs (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 Pre-College and Undergraduate Programs (PCUG) , reports in this folder use the Pre-College and UG Programs package. Content developed and maintained by the OIT Business Intelligence Team.

Division of Research

Folder	Description
BioMed Grants Reports	Huron Research Suite Grants reports for BioMed users. Access to this folder grants access to the Grants package. Continent is developed and maintained by BioMed and the Research Administration Information Systems team. **Prerequisite**: Users must have access to Huron Research Suite to request this folder.
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 the Conflict of Interest package. Content developed and maintained by the OIT Business Intelligence Team and RAIS.
Grants Reports for Departments	Huron Research Suite Grants reports for departments. Access to this folder grants access to the Grants package. Content developed and maintained by the Research Administration Information Systems team. **Prerequisite**: Users must have access to Huron Research Suite first to request this folder.
Human Research Protections Program	Folder for Human Research Protection Program (HRPP) staff to create and save Human Subjects package content.
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.

Folder	Description
Labor Distribution Reports (legacy)	For departmental users, it contains legacy (pre-fiscal year 2014) payroll data. Access to this folder grants access to the Labor Distribution package. Content developed and maintained by the OIT Business Intelligence Team. **Prerequisite**: Due to the age of this data, access will be granted on a case-by case basis when there is a demonstrated special need. When requesting this folder, in the Message box, describe the reason for your request and include your department number.
Legacy BioMed Sponsored Projects Reports	For BioMed users. Access to this folder grants access to the legacy Sponsored Projects package. The last nightly Coeus data warehouse refresh occurred 12/16/24. Continent is developed and maintained by BioMed and the Research Administration Information Systems team. **Prerequisite**: Users must have access to Coeus to request this folder.
Legacy IACUC Reports	For users in the Office of Research Integrity, this contains Institutional Animal Care and Use Committee (IACUC) reports. Access to this folder grants access to the IACUC package. Content developed and maintained by the Office of Sponsored Projects. **NOTE**: This folder includes access to Lab Animals Reports for users in the Office of Research Integrity who work with InfoEd Lab Animals data.
Legacy IRB Reports	For users in the Office of Research Integrity, this contains Institutional Review Board (IRB) reports. Access to this folder grants access to the IRB package. Most content developed by the OIT Business Intelligence Team.
Legacy RAIS Senior Management Reports	For OSP Senior Management only. This grants access to the Sponsored Projects package and provides access to the following folders: • Legacy Sponsored Projects Reports for Departments • Legacy RAIS Sponsored Projects Reports sub folders: Activity Reports for Senior Management Crosstab Activity Reports - Proposal, Awards, Expenses Standard Monthly Reports: Proposal and Award Activity **Prerequisite**: Users must have access to Coeus first to request this folder.
Legacy RAIS Sponsored Projects Reports	Shared folder for users in Research Administration Information Systems (RAIS) to save content. Access to this folder grants access to the Sponsored Projects package. The last nightly Coeus data warehouse refresh occurred 12/16/24. Content developed and maintained by RAIS. **Prerequisite**: Users must have access to Coeus to request this folder.
Legacy 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. The last nightly Coeus data warehouse refresh occurred 12/16/24. Content is developed and maintained by the School of Public Health. **Prerequisite**: Users must have access to Coeus to request this folder.

Folder	Description
Legacy Sponsored Projects Reports for Departments	Sponsored Projects reports for departments. Access to this folder grants access to the Sponsored Projects package. The last nightly Coeus data warehouse refresh occurred 12/16/24. Content developed and maintained by the Research Administration Information Systems team. **Prerequisite**: Users must have access to Coeus first to request this folder.
RAIS Agreements Reports	Shared folder for users in Research Administration Information Systems (RAIS) to save content. Access to this folder grants access to the Agreements package. Content developed and maintained by RAIS. **Prerequisite**: Users must have access to Huron Research Suite to request this folder.
RAIS Grants Reports	Shared folder for users in Research Administration Information Systems (RAIS) to save content. Access to this folder grants access to the Grants package. Content developed and maintained by RAIS. **Prerequisite**: Users must have access to Huron Research Suite to request this folder.
RAIS Security Reports	For Research Administration Information Systems users to monitor access rights in the InfoEd and Huron systems.
RAIS Team	For members of the Research and Administration Information Systems (RAIS). This folder grants access to these packages: • Agreements • Conflict of Interest • Grants • Human Subjects • IRB • Lab Animals • RAIS Security Reports • Sponsored Projects
School of Public Health Grants Reports	Sponsored Projects reports for the School of Public Health. Access to this folder grants access to the Grants package. Content is developed and maintained by the School of Public Health. **Prerequisite**: Users must have access to Huron Research Suite first to request this folder.

Finance & Administration Folders

Business Affairs, Auxiliary Services, and Real Estate

Folder	Description
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.

Dining Services

Folder	Description
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.

Finance and Administrative Services

Folder	Description
Financial Records Reports	Folder for legacy (pre-fiscal year 2014) financial records reports (divided into subfolders). Access to this folder grants access to the Financial Records package. **Prerequisite**: Due to the age of this data, access will be granted on a case-by case basis when there is a demonstrated special need. When requesting this folder, in the Message box, describe the reason for your request and include your department number.
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	For users in Financial Services and Health Services. 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.

Human Resources

Folder	Description
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.

OIT

Folder	Description
Banner Security Reports	Banner security reports developed and maintained by the OIT Database Services team. Access to this folder grants access to the Banner Security package.
OIT BI Developers	For OIT Business Intelligence Team.
OIT Service Center	For OIT Help Desk users. Access to this folder grants access to the Admission and Student packages.
OIT Operations Center	For OIT Operations Center users.

Folder	Description
Cognos Activity Audit Reports (OIT 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 (OIT 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 the User License package.

Planning & Policy Folders

Campus Life

Folder	Description
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.

Check the status of your request

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

What happens after you submit your request

1. Your supervisor will be informed by email of your request (but does not need to approve it).
2. The Computing Accounts & Passwords (CAP) team, in the OIT Service Center, 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 Systems 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 the Business Intelligence Team.
   Now you can register for Cognos Analytics training!