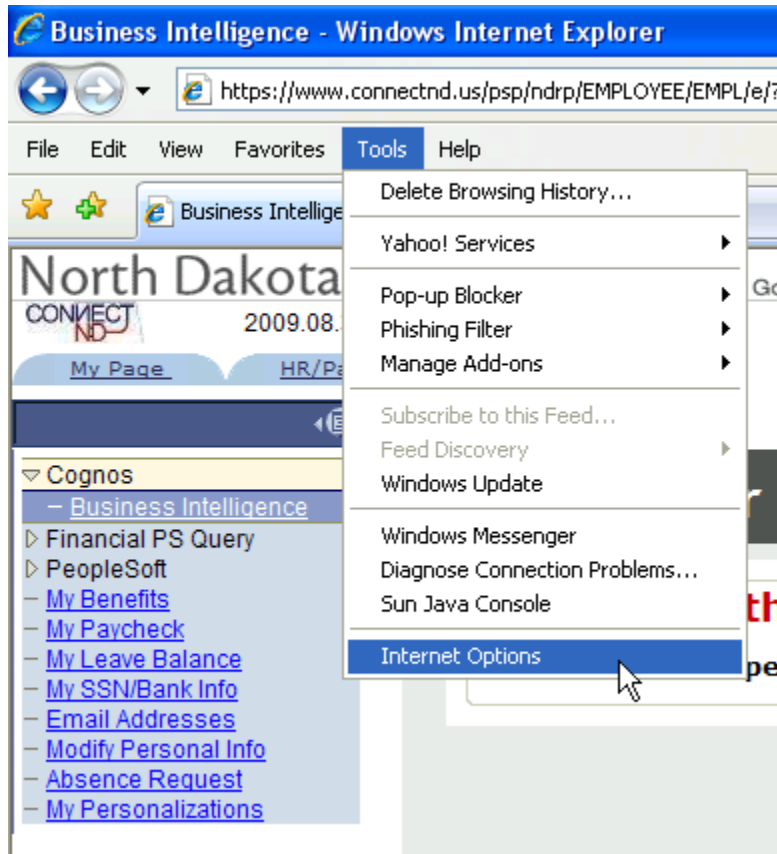


Signing into Cognos

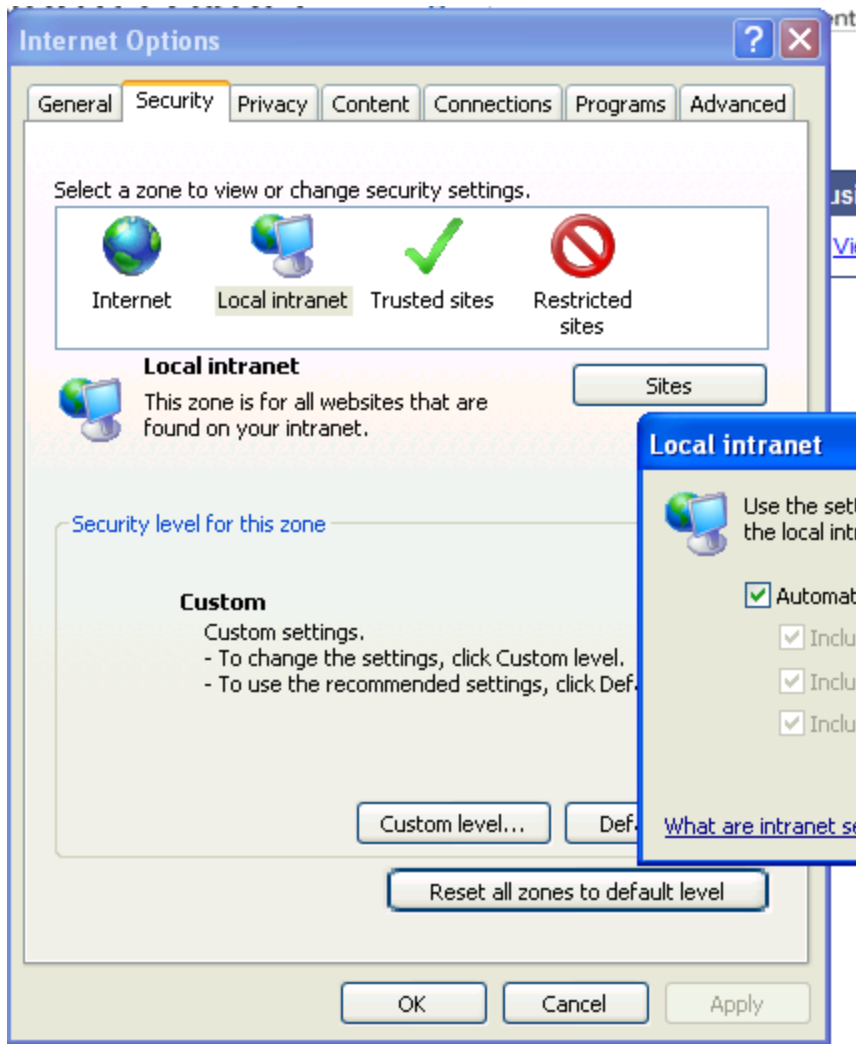
If you are **NOT** a first time Cognos user, please skip to step 14:



Step	Action
1.	Open Internet Explorer
2.	On the menu bar, click "Tools".
3.	Click "Internet Options".



Step	Action
4.	Click the "Security" tab.
5.	Click the "Local intranet" zone.
6.	Click the "Sites" button.



Business Intelligence

[View All Articles and Sections](#)

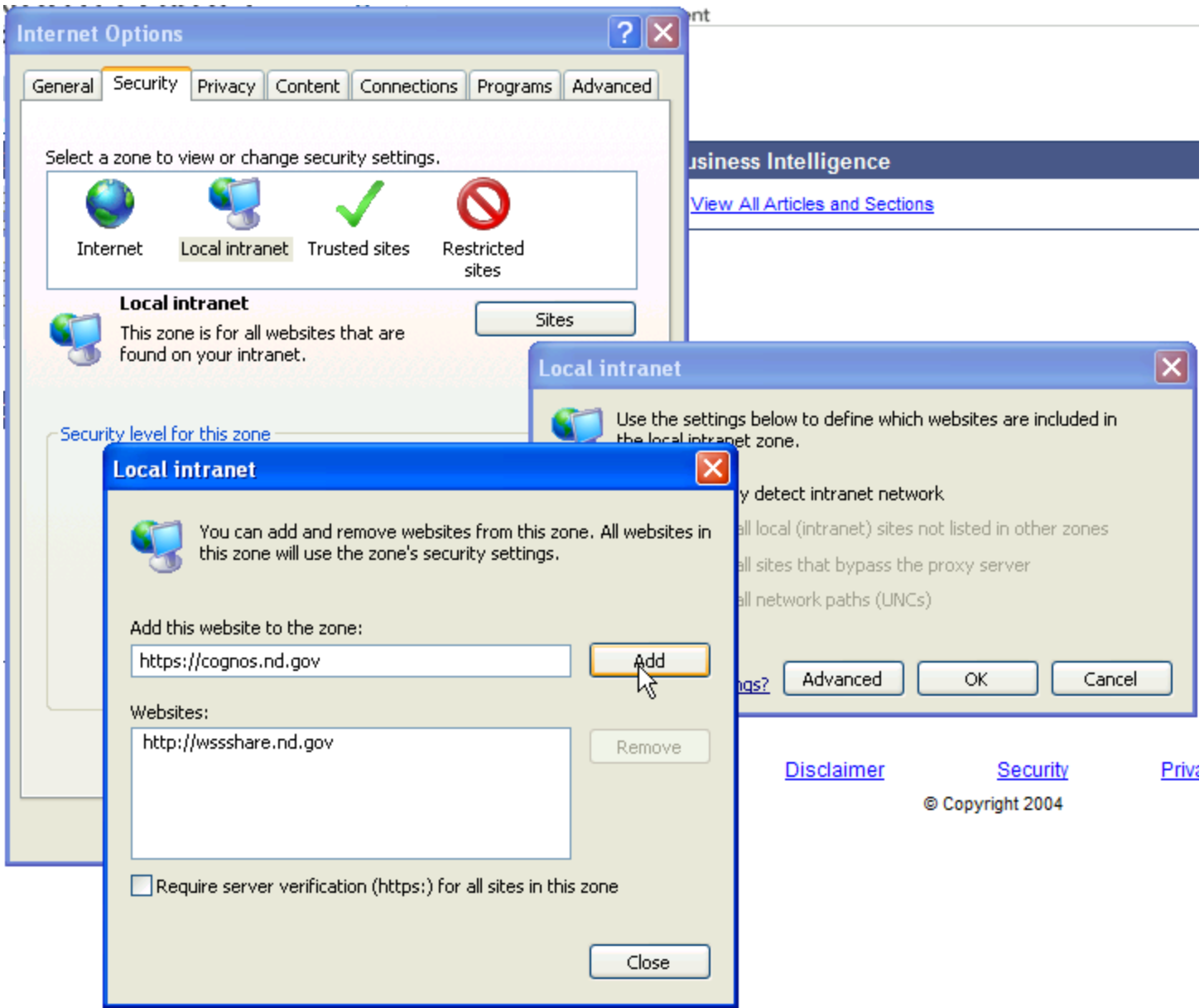
[Disclaimer](#)

[Security](#)

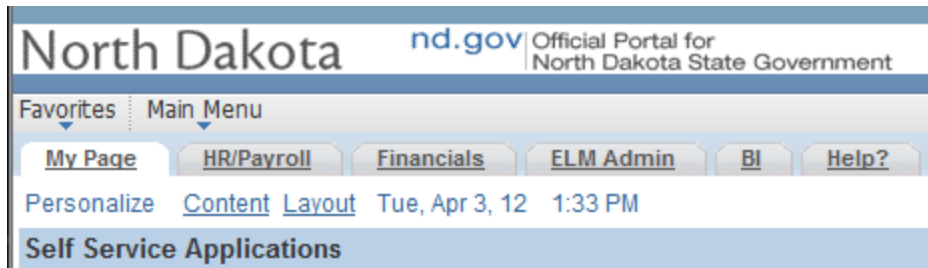
[Priv:](#)

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Step	Action
7.	Click the "Advanced" button.



Step	Action
8.	Type "https://cognos.nd.gov" in the 'Add this website to the zone:' field.
9.	Click the "Add" button.
10.	If you get a pop-up dialog box that says "The site you specified already exists in the Trusted sites zone. Would you like to move it to the Local intranet zone?", click "Yes"
11.	Click the "Close" button.
12.	Click the "OK" button.
13.	Click the "OK" button.



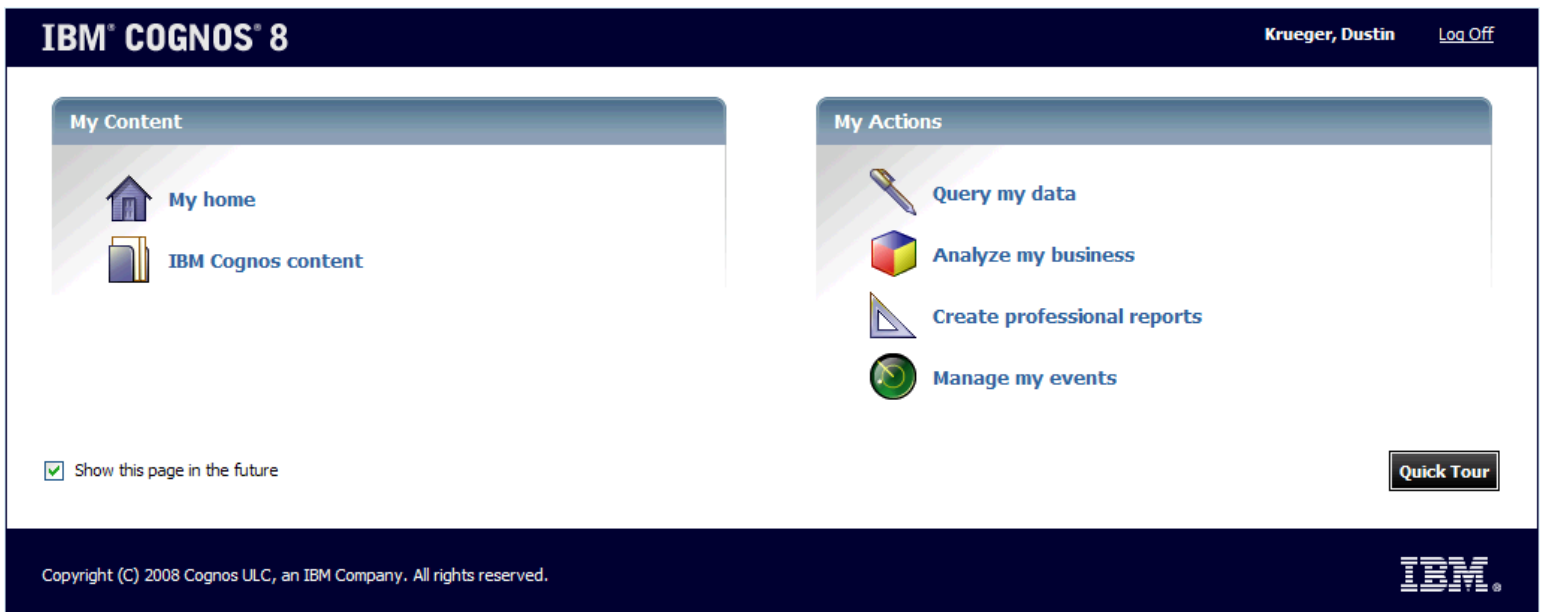
Step	Action
14.	From the ND PeopleSoft portal page, select the “BI” tab.



Step	Action
15.	Click the “Cognos” link.

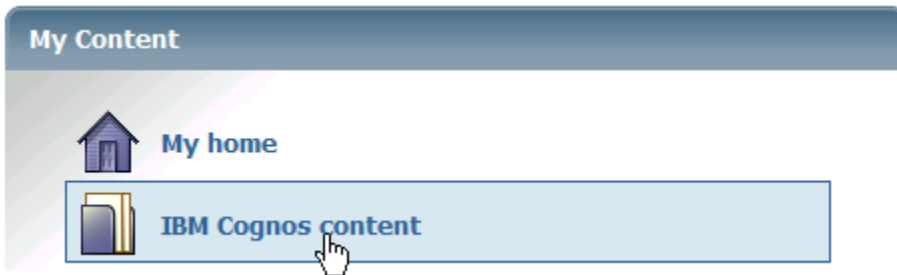
Cognos Business Intelligence is launched.

If this is your first time signing into Cognos, you should see the following **Welcome Page**:

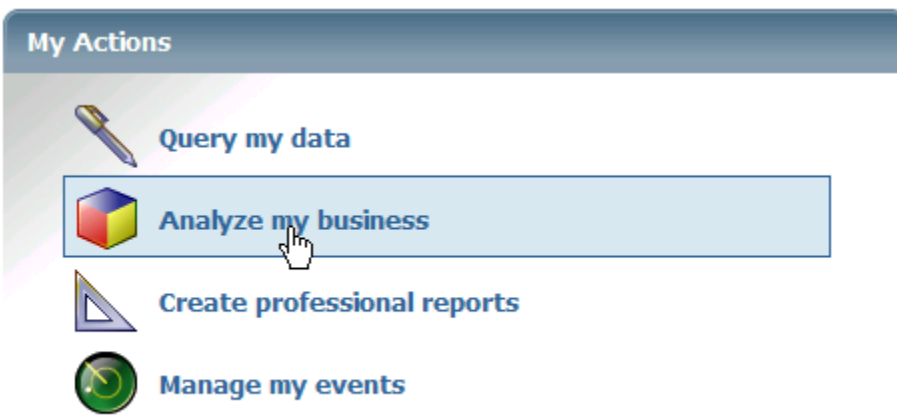


The **Welcome Page** appears with links to the IBM Cognos modules available. Note that you have the option to uncheck the “Show this page in the future” box in order to bypass this page.

From this screen, you have a few options. Most people will select either “IBM Cognos content” or “Analyze my business”.



Click the “IBM Cognos content” link to run or modify existing reports.



Click the “Analyze my business” link to create new Analysis Studio reports.

If you select the “IBM Cognos content” link, you will see a screen like this:



IBM Cognos Connection Navigation:

Navigation paths to the public shared reports folders:

[Public Folders](#) > [Peoplesoft](#) > [FIN](#) > [REPORTS](#) > **Monthly Reports**

- Monthly reports with prompts for reporting month and department level, fund, or project / activity

[Public Folders](#) > [Peoplesoft](#) > [FIN](#) > [REPORTS](#) > [Monthly Reports](#) > **Comprehensive Reports**

- Monthly reports for entire agency with prompt for reporting month

[Public Folders](#) > [Peoplesoft](#) > [FIN](#) > [REPORTS](#) > [Monthly Reports](#) > **Multi Selection Reports**

- Monthly reports with prompts for reporting month and department level, fund, or project / activity. Similar to the Monthly Reports but multiple departments, funds, or projects can be selected

[Public Folders](#) > [Peoplesoft](#) > [FIN](#) > [REPORTS](#) > [Monthly Reports](#) > **Scheduled Reports**

- Monthly reports for entire agency which can be set up to run on a recurring basis

[Public Folders](#) > [Peoplesoft](#) > [FIN](#) > [REPORTS](#) > **Statewide Reports**

- Pre-run **read-only** reports for Statewide Appropriation Status, Statewide Fund Account, Statewide Trial Balance (Funds), and Statewide Accounts.

Navigation path to the agencies shared folders:

[Public Folders](#) > [Peoplesoft](#) > [FIN](#) > **Agencies**