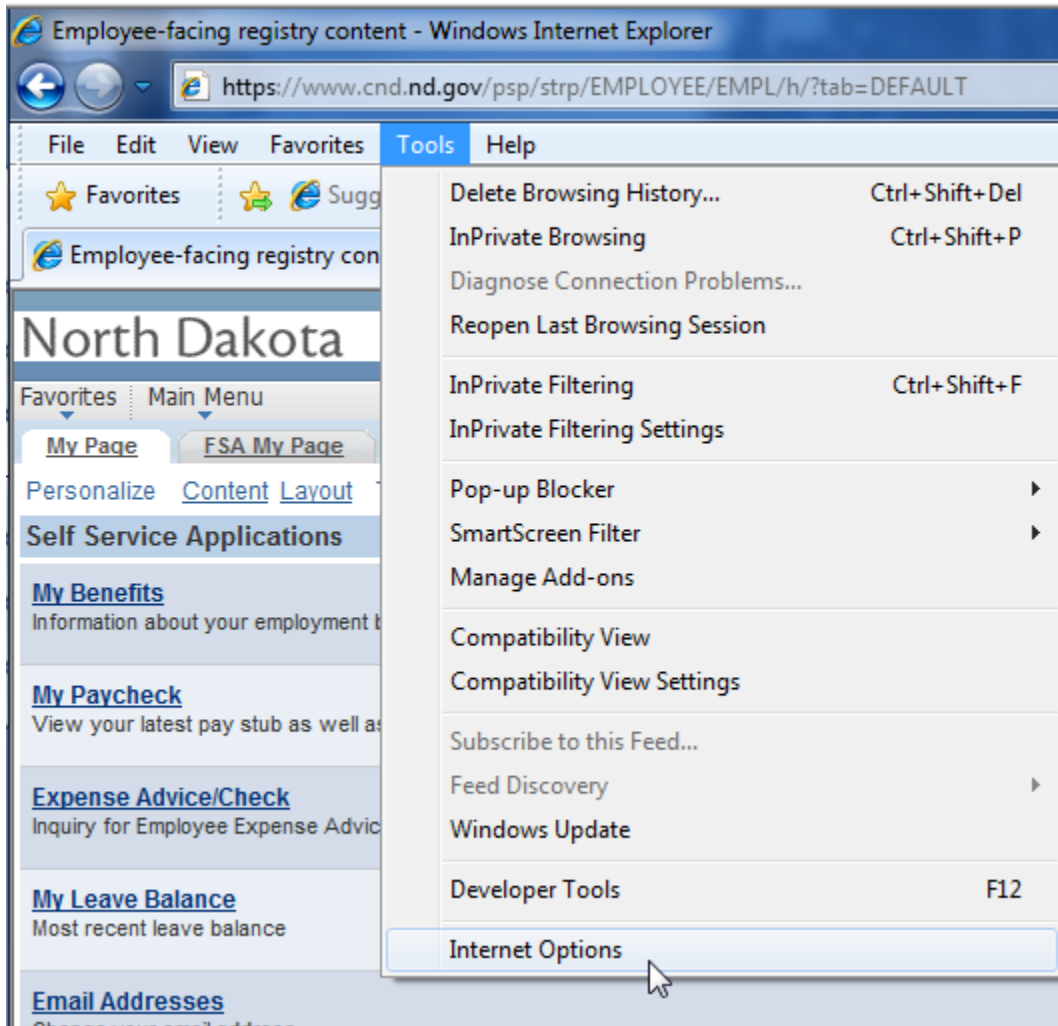
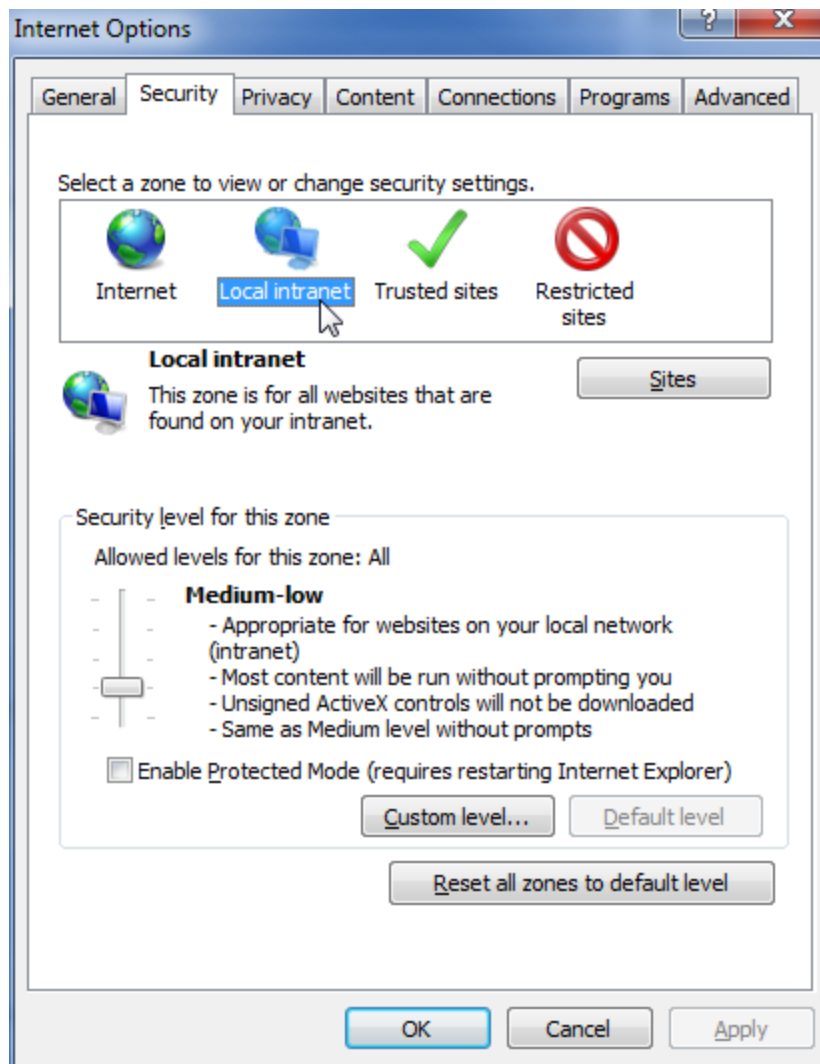


# Signing into Cognos

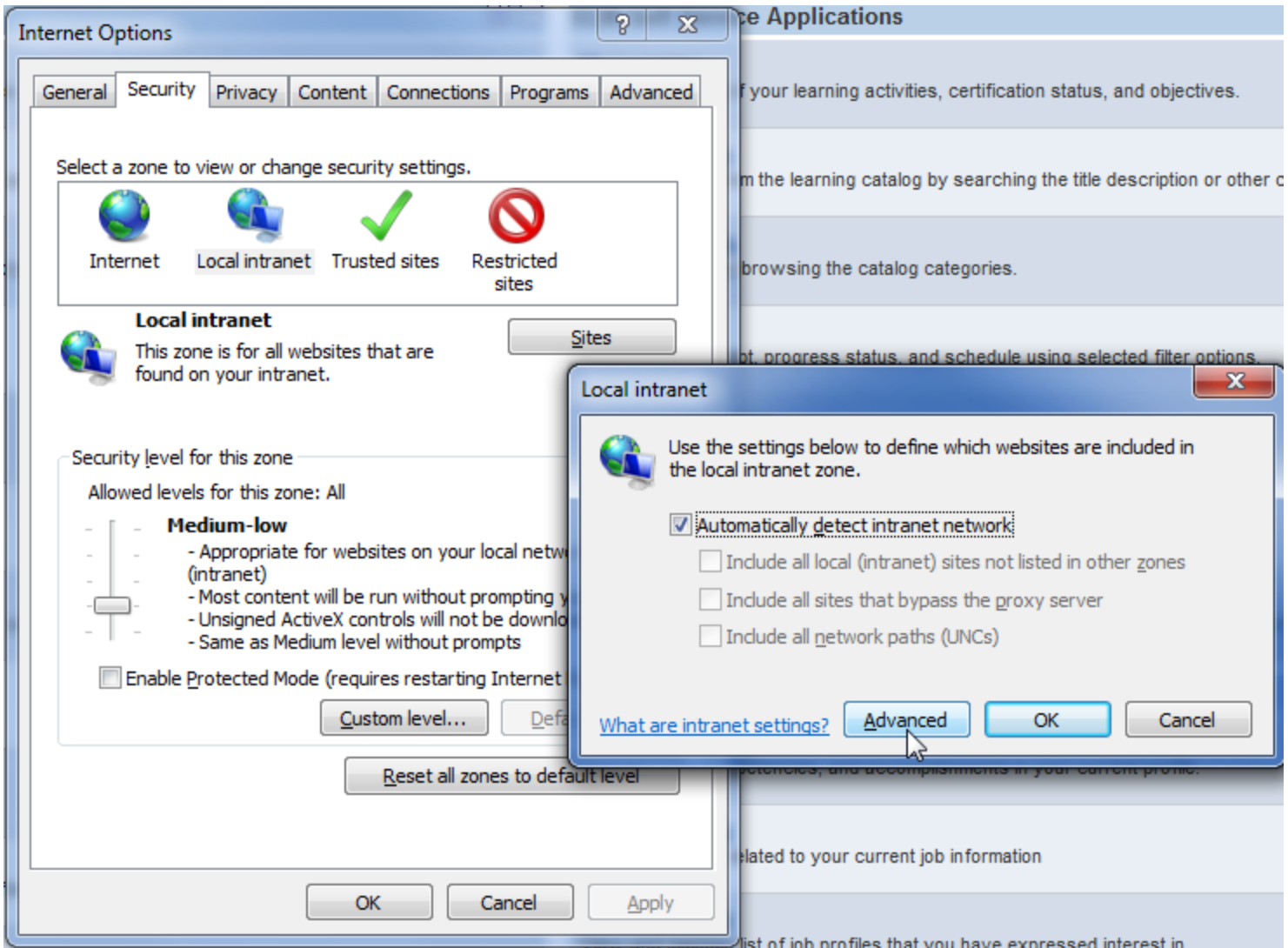
If you are **NOT** a first time Cognos user, please skip to step 14:



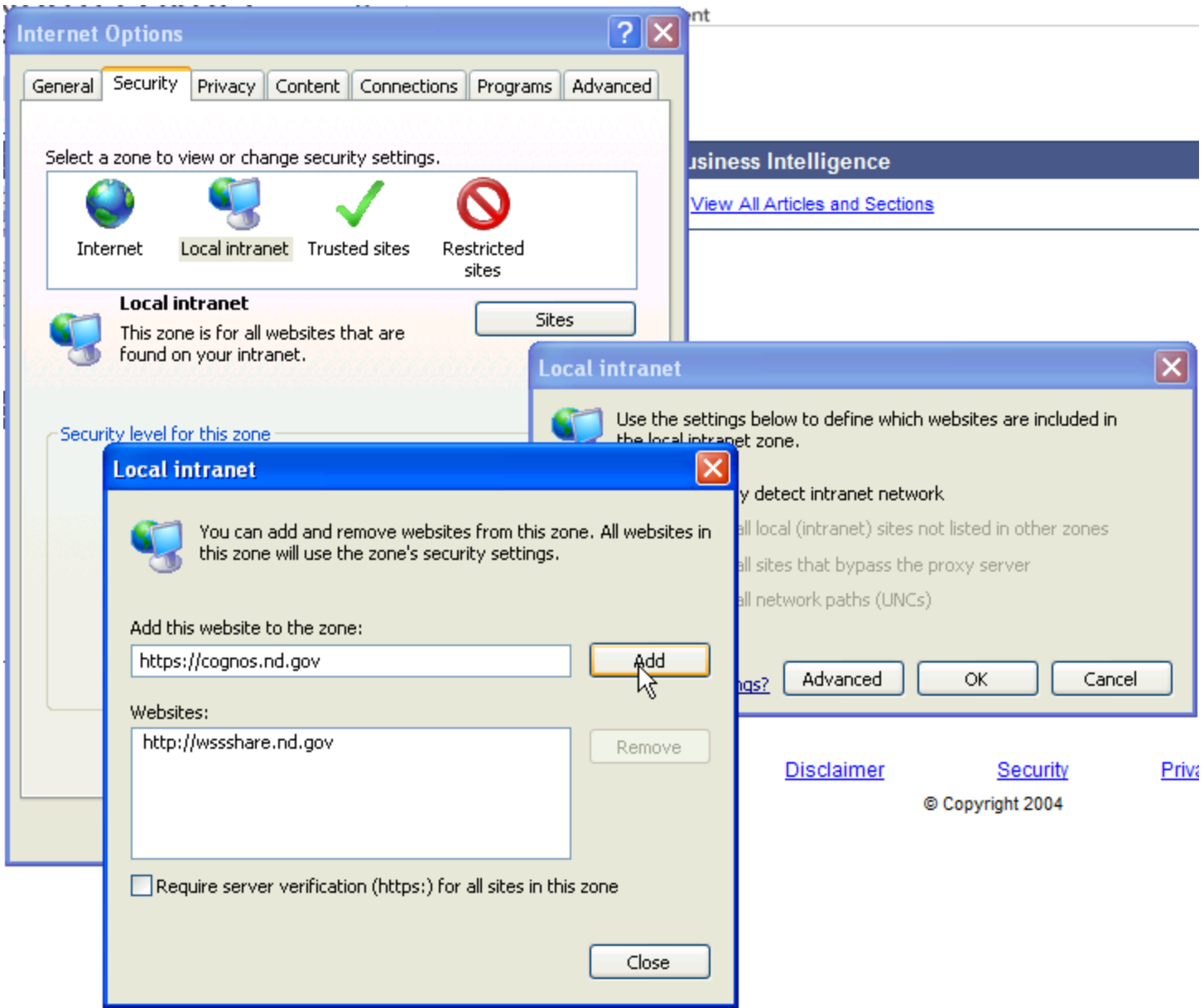
Step	Action
1.	Open Internet Explorer
2.	On the menu bar, click "Tools".
3.	Click "Internet Options".



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



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.	Verify that "https://cognos.nd.gov" is now listed under 'Websites:'
12.	Click the "Close" button.
13.	Click the "OK" button.
14.	Click the "OK" button.



Step	Action
15.	From the ND PeopleSoft Hub (portal) page, select the “Cognos” Quick Link in the list on the left side.



Step	Action
16.	An alternative method to launch Cognos is to navigate the Hub Menu and click the “Cognos” link in the menu.

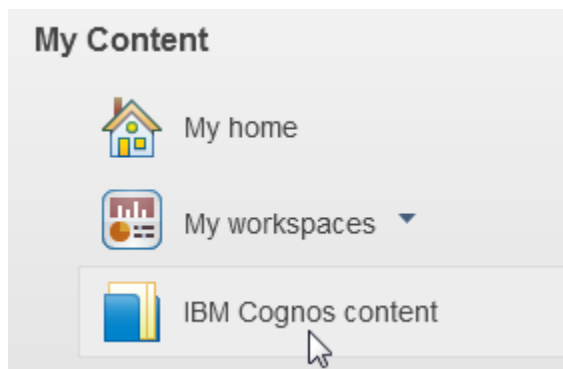
## Cognos Business Intelligence is launched.

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.

OR

## My Actions



Create workspaces on the web



Author business reports



Query my data



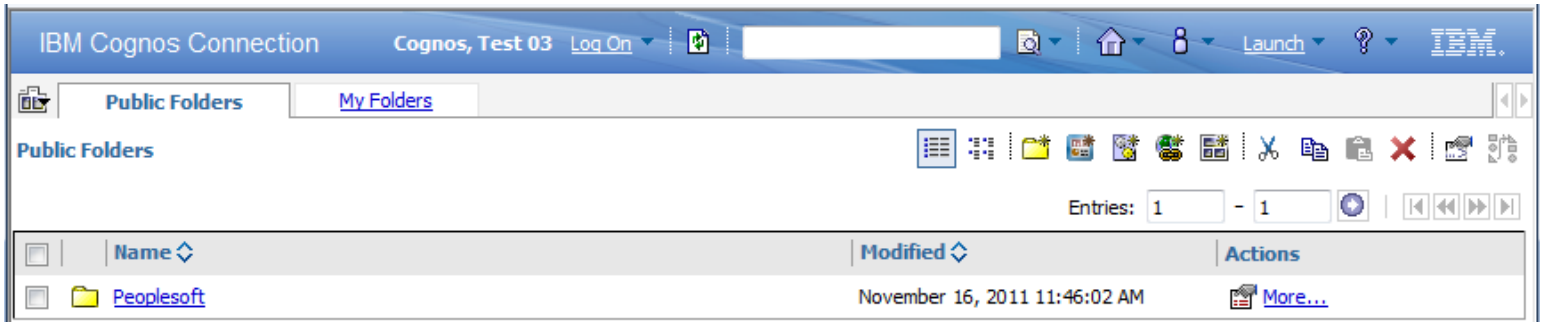
Analyze my business



Author advanced 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](#)

- Each Report ID has a separate folder (i.e., 4911AA, 4911BB, etc.)
- Each report has multiple run options (referenced within description at end of report name). Most reports have:
  - o Month and chartfield prompt (i.e., Fund, Project, or Organizational Level)
  - o Month prompt (includes information for entire agency)
  - o Schedulable (includes information for entire agency)
- Additional information found by hovering over PDF icon to the left of report name
- Schedulable reports can be set 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.

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

- CFDA Report, Open Item Report

### **Navigation path to the agencies shared folders:**

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