

COGNOS REPORTING ACCESS CHECKLIST

To complete your request for Cognos Financial End User Reporting access as efficiently as possible, have the following information ready.



☑	Information Needed	Your Information
	Department Name	
	New or Transfer License <ul style="list-style-type: none"> • New: Obtain a brand new license • Transfer: Switch an existing license from one employee to another. • No License Needed: Return a license no longer needed or request a change in access for a current license holder. 	
	Type of License <ul style="list-style-type: none"> • Receive a report: Provides user with the ability to have a report automatically run and emailed to you • Run a report: Provides user with the ability to access Cognos to run reports as needed. • Create a report: Provides user with the ability to use additional tools to create new reports as needed. 	
	Information data access needed <ul style="list-style-type: none"> • Select Finance – Campus End User <p><i>Note: if you already have access to another are listed, you will want to be sure you select 'No License Needed' under the 'New or transfer license' option.</i></p>	
	Funds and/or Organization codes for which you need to request security access.	
	I am the <ul style="list-style-type: none"> • If either Functional Data Owner or Other/Self options are selected, additional fields will display for you to enter the full name of the department head (or higher) and his/her email address 	