



# IBM Cognos Analytics

## How to Request Cognos Access

### Available Packages:

- Admissions (includes reports and ad hoc)
- Census Reports
- Registration Dashboard
- Records and Enrollment Reports\*

\* [Cognos Records and Enrollment Training](#) is required **prior** to requesting access.

For a more details regarding available packages and the reports in them, visit our website:  
[Data.IllinoisState.edu/BIReports](http://Data.IllinoisState.edu/BIReports)

### Request Access from the IT Help Web Portal

Navigate to [ITHelp.IllinoisState.edu](http://ITHelp.IllinoisState.edu).

1. Click the [Login](#) button.
2. In the pop up box, enter your ULID and password, then hit **Enter**.
3. Click the [Make a Request](#) button, the middle red button.
4. Click the [Applications](#) link in the top, left corner.
5. Click the [Request or Change Access](#) link in the top, left corner.
6. Use the **Preferred Phone Number** field to enter your phone number.
7. Use the **Do you wish to add, modify or remove access?** dropdown menu to select [Add](#).
8. Use the **For which service?** dropdown menu to select [Cognos Business Intelligence](#).
9. Click the [Yes](#) radio button next to each package you wish access.
  - \* [Cognos Records and Enrollment Training](#) is required *prior to requesting access to Records and Enrollment.*
10. For each package, use the **Detail Business Need** to list a separate business need for each package.
11. Click the [Save](#) button.



43 Status: New

Short Description: Request to add, change or remove access. [Save](#)

Option/Additional Comments: Request to add, change or remove access.

Preferred Phone: 309-438-5555

Owning team: AT Endpoint Support Due Date: 12/18/2017 2:19 PM

[Click to Request an Update or Provide more Information](#)

**Request or Change Access**

Do you wish to add, modify or remove access?: Add

For which service?: Cognos Business Intelligence

Please select the Cognos Package(s) you would like access to (select all that apply):

Admissions Reports and Adhoc	<input checked="" type="radio"/> Yes <input type="radio"/> No	Detail Business Need: I need these reports because I review and send commun...
Census Reports	<input checked="" type="radio"/> Yes <input type="radio"/> No	Detail Business Need: As part of my job duties, I compile my department's internal 10...
Records and Enrollment Reports	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Registration Dashboard	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Please provide any additional comments needed:

