



Reporting Using IBM Cognos

Logon Process

1. In the URL address bar or at URL type <http://cognos-p.nmsu.edu>
2. Log on using your my.NMSU **User Name** and **Password**.
3. Several tabs will be available across top of page.
4. By default the **NMSU** tab will be selected.
 - a. First time users should set browser setting prior to running your reports. You will find steps and instruction under the **Support** tab (from the main tab listing), look under the **Help** link for **Browsers Settings** and view **Preparing Your Browser Settings** (PDF).
5. Select desired tab to display data needed, (example: **Administration** and **Finance, My Research** or **Student**).











Navigation to Reports

- Additional sub tabs will be displayed based on initial tab selection.
- Select desired tab for use (examples: under **Administration and Finance** tab: *College/Division, Dept, or Administrative*, etc. Under **My Research** tab: *Researcher or Administrative Research Support and Performance & Trend Reports*, **Student** tab: *Operational or Point-in-Time*, etc.).
- Tab portlets will display category of reports available under each portlet (example: Under the **Administrative** sub tab: *Employees or Finance*, etc. Under the **Research Accounting** tab: *External*. Under the **Student** tab: *Academic History or Academic Interests*, etc.).
- Find a list of standard reports available for selection.
- To run a report, click on report link desired.

Remember....

- Always **Log Off** when you are ready to exit Cognos.
- Footer on some reports will display freeze date.

Quick Options Review

Options	Select Icon
Email Report	
Include a link to the report	
Attach report and send via email	
Run button, depending on the report selection different options may be available.	
View in HTML Format	
View in PDF Format	
View in XML Format	
View in Excel Format Place cursor over link to display options	
View in Excel 2007 Format Data	
View in Excel 2007 Format	
View in Excel 2002 Format	
View in CSV Format	

Note: Files can be exported to desired format and saved on your computer for future access or use MyFolders to save most frequently used reports.

For assistance, send email to Cognos_help@nmsu.edu or call 646-1840.