



Computing settings for COGNOS users

Browser Settings

- If you use a PC, Internet Explorer is the preferred browser however, Firefox 3.6 can be used. COGNOS does not work with Safari.
- Pop ups and Java Script should be enabled.
- You also need to make the following URL a trusted site:

`https://admin-reporting.cam.ac.uk/prod/ibmcognos/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/main.xts&startwel=yes`

To do this in Internet Explorer:

- Go to the menu tool bar and select **Tools>Internet Options**.
- Click on the **Security** tab, click on the 'Trusted sites' green tick and click on the '**Sites**' button.



- Check the URL is in the list.
- If not you'll need to add it by pasting the URL in the '**Add this website to the zone:**' text box and click on the **Add** button.
- You will need to re-boot your machine after doing this.



Internet Explorer (IE) 10

If you have IE10 then you will need to complete some additional set up to be able to run reports in Cognos. Once you have logged into Cognos, navigate to Tools, and click on Compatibility View. If it is greyed out already then there is nothing extra you need to do. You should then be able to run reports.

MAC users

If you are a Mac user you will need to access Cognos using Firefox 3.6, with pop-ups and java script enabled. Please contact your departmental computer officer for further information.

Signing in to Cognos

You will need a Raven password, see <https://raven.cam.ac.uk/>

Open your web browser and navigate to the **Admin Reporting** home page:

<http://www.admin-reporting.cam.ac.uk/>

- Click on the **Cognos Login** link to open the Raven Authentication page
- In the User ID field, enter your **CRSID** and your **Raven password**.
- Click **OK** and the **Public Folders** screen displays

Signing out of Cognos

- From any of the Cognos pages, click on the **Log Off** link at the top of the page
- Close your browser window.

Moving to another Department?

Please advise the reporting helpdesk if you are moving or have moved to another department to ensure that your Cognos access is amended accordingly to reflect the new department.