# *Computing settings for Cognos users*

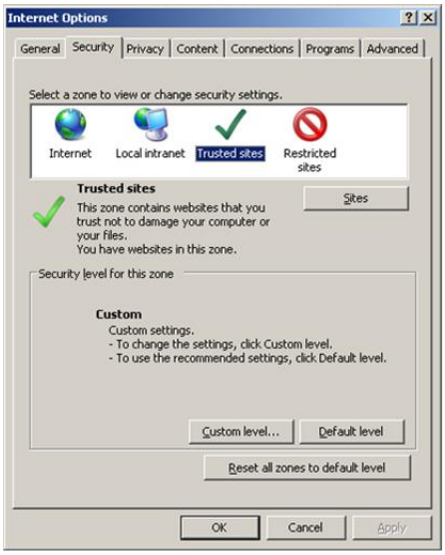
## Browser settings

- Pop ups and Java Script must be enabled.
- You may need to make the following URL a trusted site:

  *https://admin-reporting.cam.ac.uk/prod/ibmcognos/cgi-bin/cognos.cgi*

  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.




  - Add the URL by pasting it in the *Add this website to the zone*: text box and click on the *Add* button.
  - *Close* and *OK*
  - You will then need to re-boot your machine after doing this.

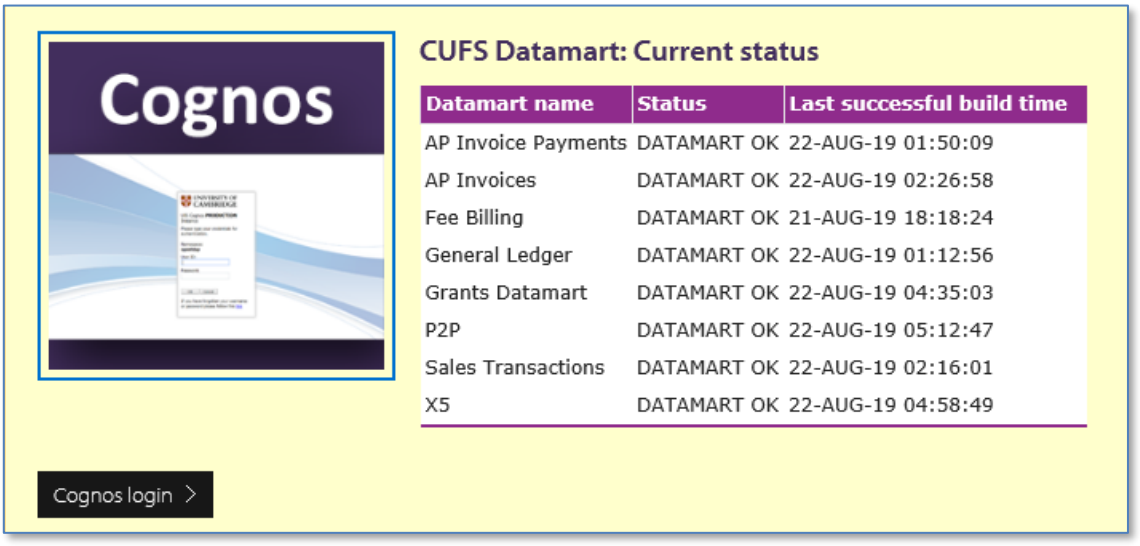
## Signing in to Cognos

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

Prior to signing in, the online Cognos Access Request form must be completed:
***URL***: https://ufs.admin.cam.ac.uk/ufs-and-cognos-user-registration-amendments
(Finance Division > UFS > Quick Links > UFS/Cognos User Access Requests)

***NB:*** For Grants, Cognos uses the CUFS responsibility to ensure data security. Therefore, your key contact needs to request a Grants CUFS responsibility is set up or you will not be able to view any data within the reports. Please contact the FSG Finance Reporting team, fsg.system.support@admin.cam.ac.uk if there is a reason why your department does not want you to have a CUFS live responsibility.

Open your web browser (Internet Explorer recommended for CUFS and Cognos) and navigate to the ***UFS*** home page: *https://ufs.admin.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 IBM Cognos Connection application opens in your browser.

## 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?

If you are moving or have moved to another department, you will need to complete the same online form as above to ensure that your Cognos access is amended accordingly. Don't forget to amend your email address in the CHRIS employee self-service, https://chris.cam.ac.uk/hr_live_ess/ and University Lookup Directory, https://help.uis.cam.ac.uk/service/collaboration/lookup/change.You access your own page using this link: https://www.lookup.cam.ac.uk/self.