Computing settings for Cognos users

Browser settings

- Pop ups and Java Script should 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/

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. You may also wish to amend your email address in the CHRIS employee self-service, https://chris.cam.ac.uk/hr_live_ess/.