

# Cognos Reports

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## User Guide for Running IPEDS HR Reports

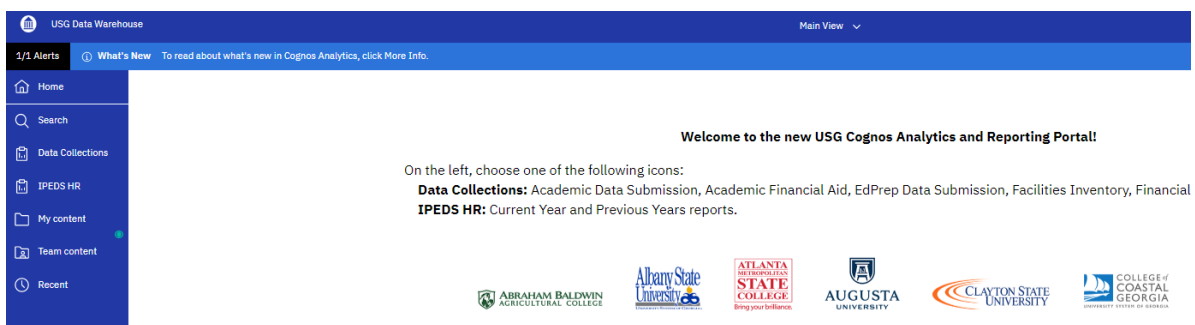
*Version 9*  
*September 2022*

# Cognos Log in Procedure

1. Click on or copy and paste this link into your browser:  
<https://analyticsd.ds.usg.edu/bi/>



2. The Cognos login screen will be displayed.
3. Enter your **User ID** and **Password**.  
*Note: If you do not have a Cognos User ID and Password, please ask the HR POC at your institution to contact the Help Desk ([helpdesk@usg.edu](mailto:helpdesk@usg.edu)) to request them for you. Details on HRDM security roles can be found [here](#).*
4. Once logged in, Cognos 11 will display the **main page, with a navigation pane on the left**.



# Running Cognos Reports

1. Select your institution from the drop-down menu. Next, select the IPEDS HR Part you're needing, for example, "A1 - FT Instructional Rank and Tenure – Tenured"

2. The following screen will appear in a new browser tab. Note: all possible data cells appear in the report, even if the value is zero. Cells containing data will be highlighted in green.

## IPEDS HR

### Abraham Baldwin Agricultural College

#### Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured

Number of Full-time Instructional Staff With Faculty Status Tenured

Men

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professor	Assistant professors	Instructors	Lecturers		
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	2	0	0	0	0	0	2
Black or African American	4	1	0	0	0	0	5

# Drill Down to Report Details

Reports may be drilled down to display the details that make up a specific number.

1. For example: to display the details of the **4** Black or African American Female Professors on the report shown, click on the [4](#) link.

**IPEDS HR**

**Abraham Baldwin Agricultural College**

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured**  
 Number of Full-time Instructional Staff With Faculty Status Tenured

**Men**

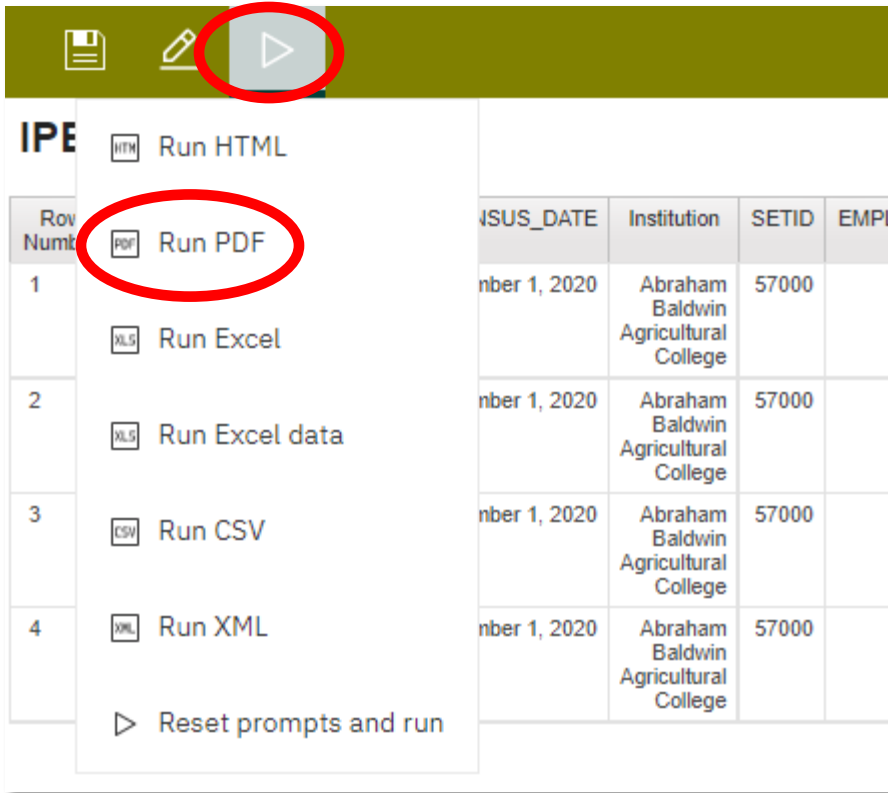
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professor	Assistant professors	Instructors	Lecturers		
Nonresident alien	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
Hispanic/Latino	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
American Indian or Alaska Native	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
Asian	<a href="#">2</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">2</a>
Black or African American	<a href="#">4</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">5</a>

2. A new browser tab will open that shows the details for the 4 faculty members.

**IPEDS HR Detail**

Row Number	Last_HRDM_Load_Date	FALL_CENSUS_DATE	Institution	SETID
1	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
2	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
3	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
4	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000

- The detailed report may be exported in HTML, PDF, XML or Excel. Click the triangle at the top of the screen and select your desired format, for example, pdf.



- The desired format will populate in the browser window. To download and save the report, select the download icon in the top right of the screen.

