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Cognos Log in Procedure

1. Click on or copy and paste this link into your browser:
   https://analytics.usg.edu/cognos/cgi-bin/cognos.cqi

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) to request them for you.

4. Once logged in, Cognos will display the USG Data Warehouse.
Add IPEDS HR Reports Tab

1. Click on the **Tab Menu** icon in the top left corner and select **Add tabs**...

![Add tabs](image1)

2. Click on the **Public Folders** link.

![Public Folders](image2)

3. Click on the **Secure Folders** link.

![Secure Folders](image3)

4. Click on the **Human Resources** link.

![Human Resources](image4)
5. Click on the **Navigation** link.

![Navigation Link](image)

6. Click on the **Navigation Pages** link.

![Navigation Pages Link](image)

7. Click the checkbox next to **IPEDS HR Survey Reports** and click the yellow arrow to move it to the Selected entries on the right and click **OK**.

![Selected Entries](image)

8. The **IPEDS HR Survey Reports** tab is now available. Click on the tab to view the contents.

![IPEDS HR Survey Reports Tab](image)
1. Select your institution and Fall Year from the separate drop down menus. Next, select the IPEDS HR Part you’re needing. For example: **IPEDS HR Part A – Full-time instructional staff (1-5)**

2. The following prompt screen will appear.

   ![Image of IPEDS HR Survey Reports for Current Fall Year](image)

3. Select the **Section** or **(All)** from the **Section** dropdown list.

4. Click **Finish** to run the report.

5. The chosen report displays based on the selections made above.
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 2 Black or African American Female Associate professors on the report above, click on the 2 link.

2. A new window will open that shows all of the details for those 2 faculty.

As shown below, this detailed report may also be exported in HTML, PDF, XML or Excel.