**Cognos Basics**

1. Login to Cognos
   1. Use the Cognos button on your Portal homepage
   2. Open a web browser and navigate to <https://cognos.wou.edu/warehouse>
      1. Enter your User ID
      2. Enter your Password
      3. Click the OK button

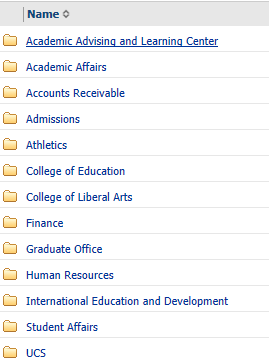


1. Navigate within Cognos
   1. The default landing page is the Welcome Page
   2. Click on My home

\*Tip: You can bypass the Welcome Page in the future by unchecking the checkbox next to “Show this page in the future”

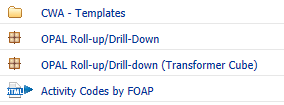


* 1. Click on Production Data Warehouse
  2. You should now see the folder structure that separates reports into functional areas

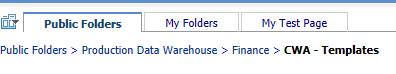


\*Tip: You can display gridlines in between rows of folders and reports by going to My Preferences

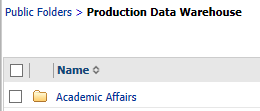
* 1. Note the different icons for folders, packages and reports



* 1. Breadcrumbs at the top of the page will lead you back to the top level

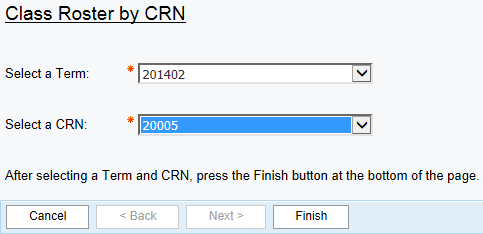


1. Run a report
   1. In the Production Data Warehouse, click the Academic Affairs folder



* 1. Click Class Roster by CRN





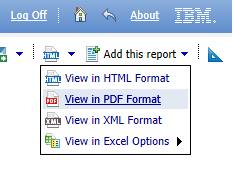
* 1. Click the Section Term dropdown
  2. Select 201402
  3. Click the CRN dropdown
  4. Select 20005
  5. Click the Finish button at the bottom of the page
  6. A report has multiple pages if the Page down and Bottom links are active at the bottom of the report

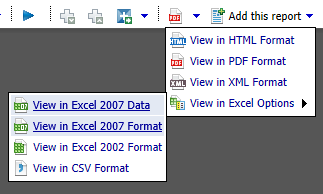


* 1. Click the dropdown menu in the upper right-hand corner of the page indicated by an HTML label



* 1. Click View in PDF Format





* 1. Click the dropdown menu in the upper right-hand corner of the page now indicated by a PDF label
  2. Click View in Excel Options
  3. Click View in Excel 2007 Format
  4. Click Open

