What is Cognos?

Cognos is a powerful Business Intelligence Tool that is designed to support reporting institutional data. It works together with Datatel and allows for standardized and ad hoc reports to be created.

How is Cognos different from Datatel?

Datatel is the college’s transaction system. All processes such as admitting or registering a student, receiving tuition, producing vendor and payroll checks etc. are done within Datatel. However, Datatel is designed with limited reporting and does not allow an end user to combine or summarize data easily.

Cognos reports are divided into two types: Datatel and Warehouse. The Datatel reports read directly from the live Datatel Colleague system and provide real time data. The Warehouse reports read from the institutional Data Warehouse which extracts data from Datatel at points in time during the academic year to allow for longitudinal comparisons.

How do I access Cognos?

Cognos is available from an internet browser within the college network. Internet Explorer and Mozilla Firefox are fully compatible for consumer users while power users must use Internet Explorer. Google Chrome is not supported and should not be used. For users of Mozilla Firefox, contact the Information Technology Services (ITS) Help Desk (2-4357) for set up instructions to enable single sign-on.

Enter the following url in your internet browser: cognos.mcc.edu/

How do I log on to Cognos?

Cognos authenticates using the network id of the host computer and, therefore, no id and password are required. If you have been granted access to Cognos, you will be automatically logged in. If a log on page appears, contact the ITS Help Desk for further assistance.

Can I access Cognos from home?

No. Cognos is on our internal college network, not the world-wide-web, so you need to use a computer that is connected to the college network.
Do I have to use my own office computer?

You may use any workstation as long as you are logged on to the college network on the computer you are using to access Cognos. Cognos authenticates using the network id and will assume the permissions of that particular user.

Am I supposed to have access to Cognos?

If you do not have a Cognos account and you think you need access to institutional reports, speak to your supervisor. He/She will need to enter a service request at http://2help.mcc.edu or can contact the ITS Help Desk (2-4357).

I’ve never used Cognos – how do I get started?

The Cognos instruction guide is one of the college’s job aid documents, which can be accessed at the following web page: http://www.mcc.edu/job_aids/ja_cognos.shtml

I can’t find the report I want.

Use the search feature in Cognos. Type in one or more key words and Cognos will return a list of reports that relate. Refer to the job aid http://www.mcc.edu/job_aids/ja_cognos.shtml for instructions.

A Cognos report is inaccurate, needs other editing or I need a new report created.

Contact your departmental Cognos Power User. The Power Users are:

**Student Services and Administration**
- Mike Cieslinski  x28696
- Melissa Lesiewicz  x24114
- Al Perry  x24122
- Emily Varney  x22850

**Academic Affairs**
- Dolores Sharpe  x25698
- Michele Traver  x25641

**Accounting/Finance**
- Renee Kirby  x20563
- Jody Michael  x20048
- Darilyn Milostan  x20521

**Human Resources**
- Kristi Dawley  x20275
- Brenda Phillips  x25621

**Information Technology Services**
- Anuja Golla  x22727
- Krishna Govada  x20239
- Teresa Raubinger  x20240
- Kirk Yaros  x20025

**Institutional Research**
- Cherie Brown  x20430
- Lori Hancock  x20312
- Linda Uren  x20945
- Erin Shirey  x25392

Information Technology Services Help Desk phone: 762-4357