Network Username and Password

Before you log into the Cognos Data Warehouse you'll need your USC network username and password. If you don't know your network username, or need to update your network password, use the Forgot IDs feature in the Account Management site at myaccount.sc.edu.

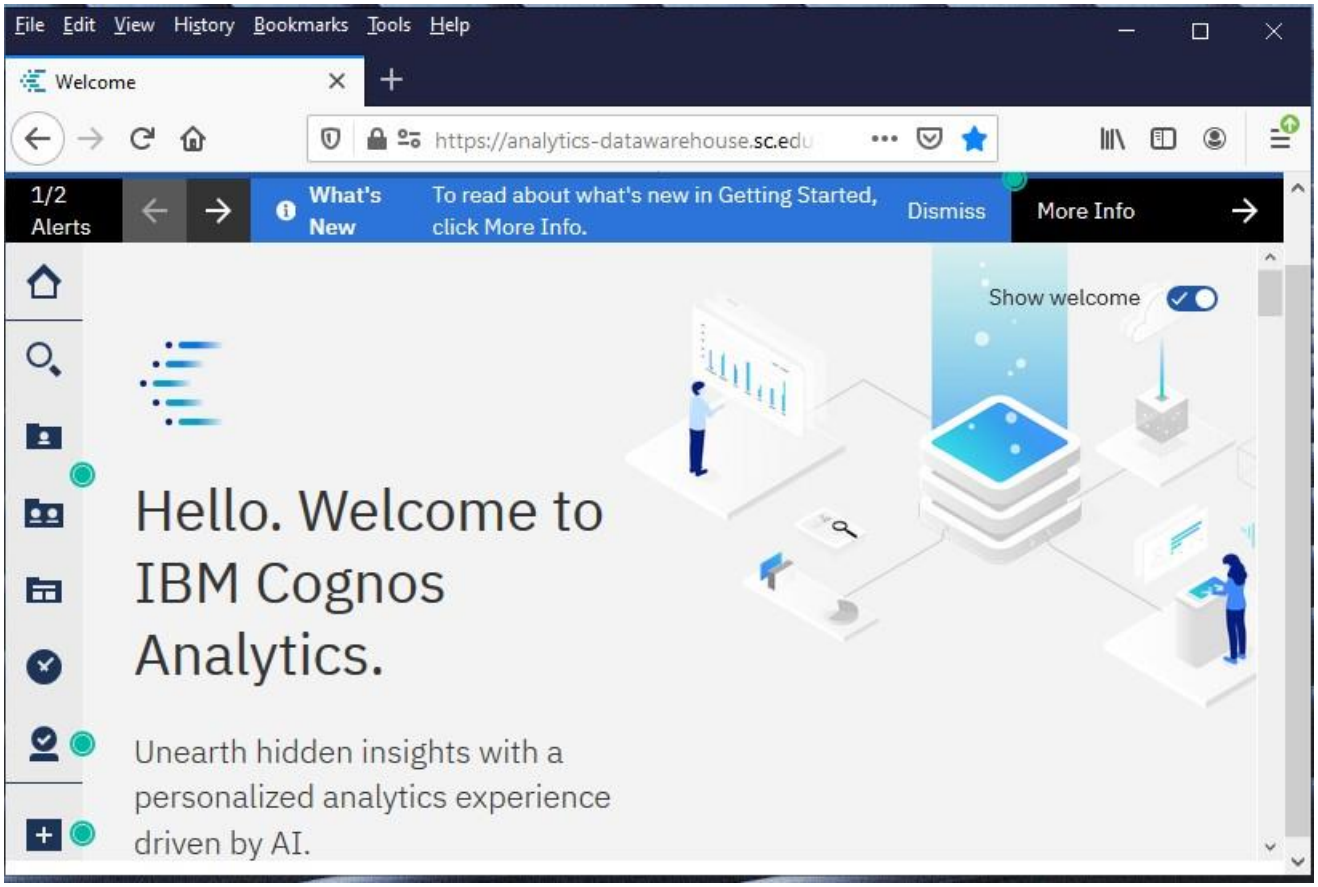
Important note: The Date Warehouse support team cannot reset your password. You will always update your password through myaccount.sc.edu .

Cognos Analytics

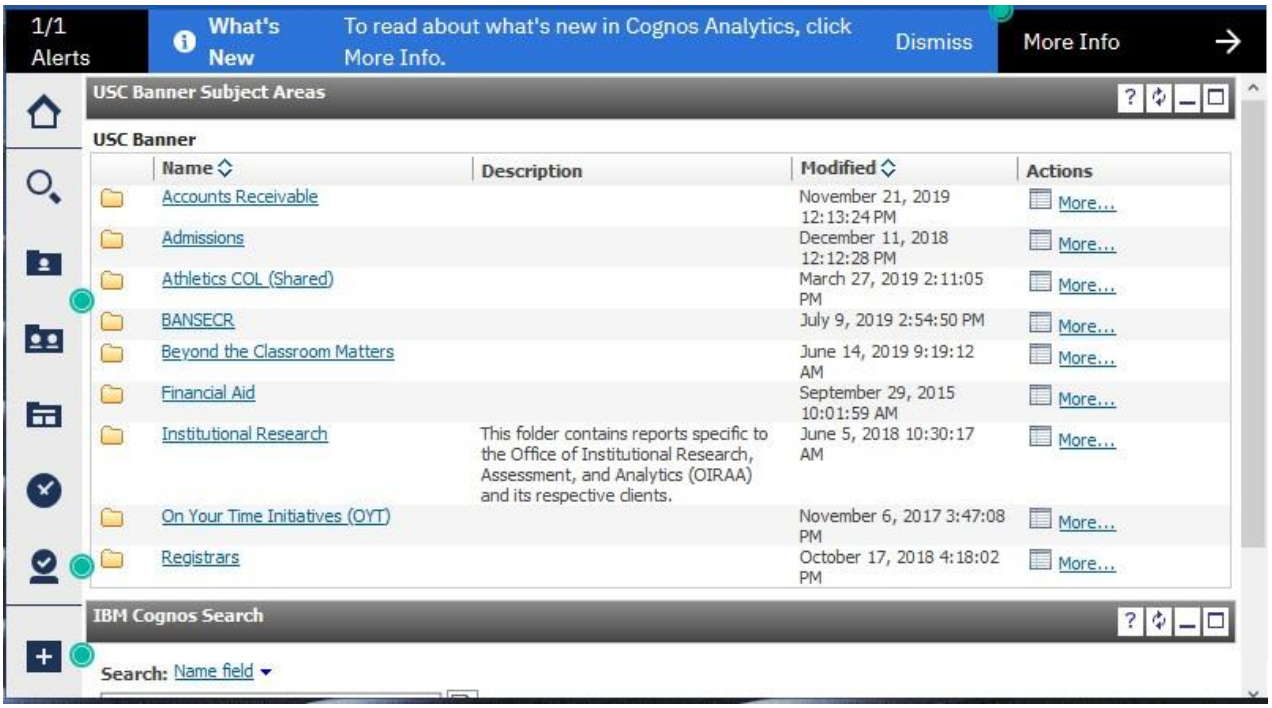
Cognos Analytics is the Web portal where you run reports or view previously saved output.

Open a new browser window and enter in the address line: https://datawarehouse.sc.edu

When logged in, you will see the Welcome page. (You can turn off the Welcome portion of the page by unchecking the checkbox that says, “Show welcome”). There is an alerts banner where the administrators can write a maintenance message. It can be turned off after read, by clicking ‘Dismiss’.



Click **My portal pages icon** , and you’ll see either the “USC Data Warehouse Portal” page, the “USC Banner Reporting” page or both. Select USC Data Warehouse Portal page. Folder will appear, click on the one representing the access given.



You can return "home" by clicking the house icon on the left of the screen or the one located under the location tab at You can also change your "home" page by clicking ellipsis icon in the top right "Set View as Home".

Browser settings required for Cognos Analytics

The following table show the settings that must be enabled

Browser	Setting
All browsers	Allow pop-ups for all Cognos Analytics pages
Internet Explorer (11 and future fix packs)	Allow Cookies Active Scripting Allow META REFRESH Run ActiveX controls and plug-ins Script ActiveX controls marked safe for scripting Binary and script behaviors Allow programmatic clipboard access User data persistence
Edge (44 and future fix packs)	Allow Cookies
Firefox (60 and future fix packs)	Enable Java™ Enable JavaScript Load Images
Safari 5	Enable Java Enable JavaScript Block Cookies: Never Cookies: Allow local data to be set
Google Chrome ((latest releases) and future fix packs)	Images: Show all images JavaScript: Allow all sites to run JavaScript

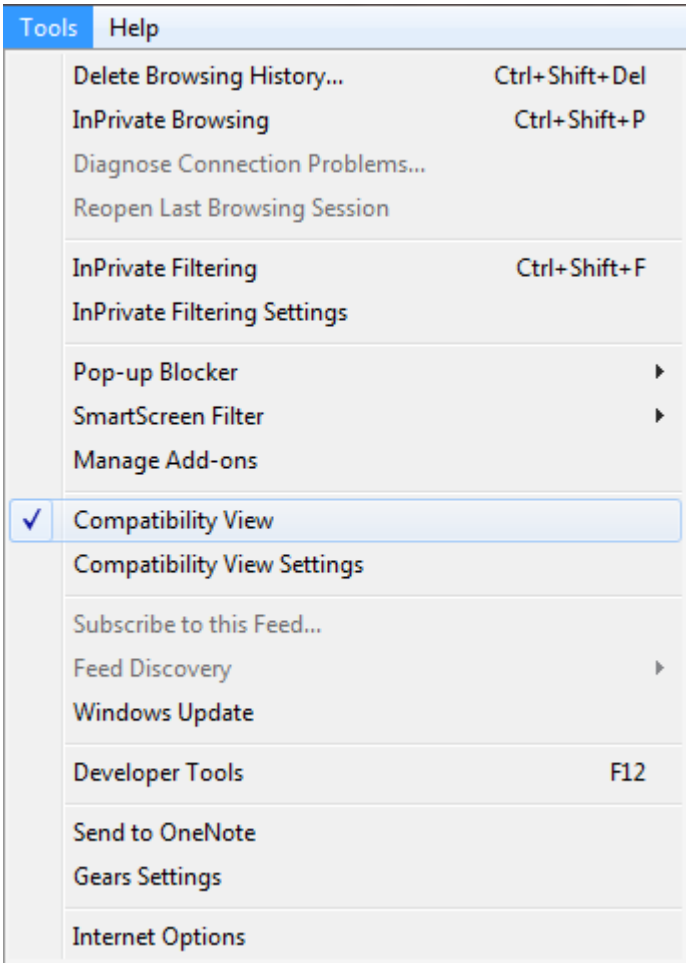
There are several **Internet Explorer** browser settings required for running reports in Cognos.

Internet security settings (Internet Explorer)

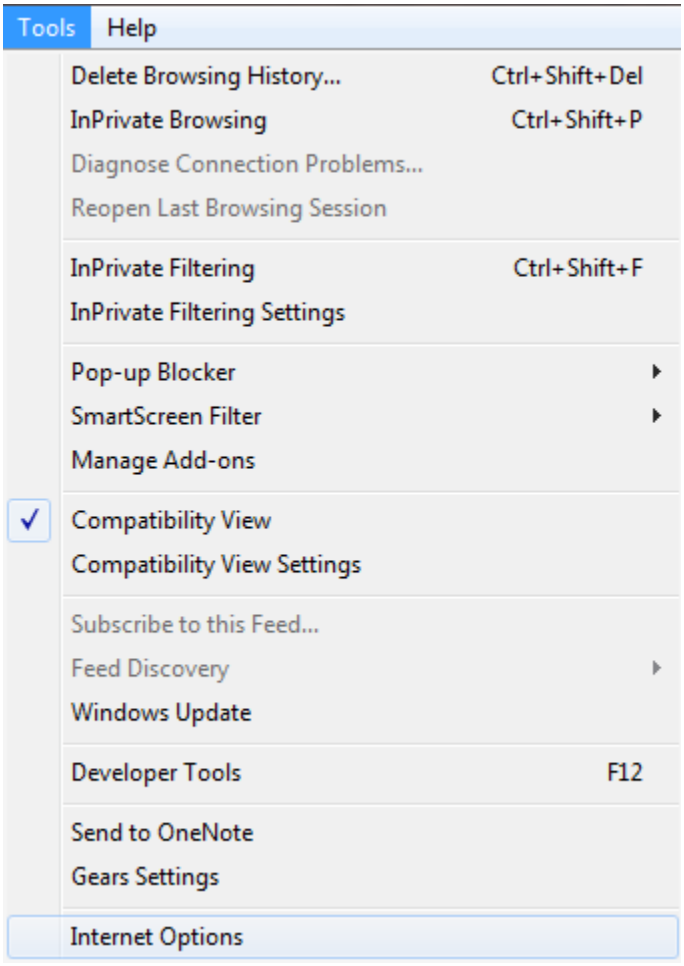
Note: It is important that you close all browser windows before starting this process. After completing all the browser settings, close your browser window and open a fresh browser window before logging in to Cognos.

Setting the Data Warehouse as a Trusted Site

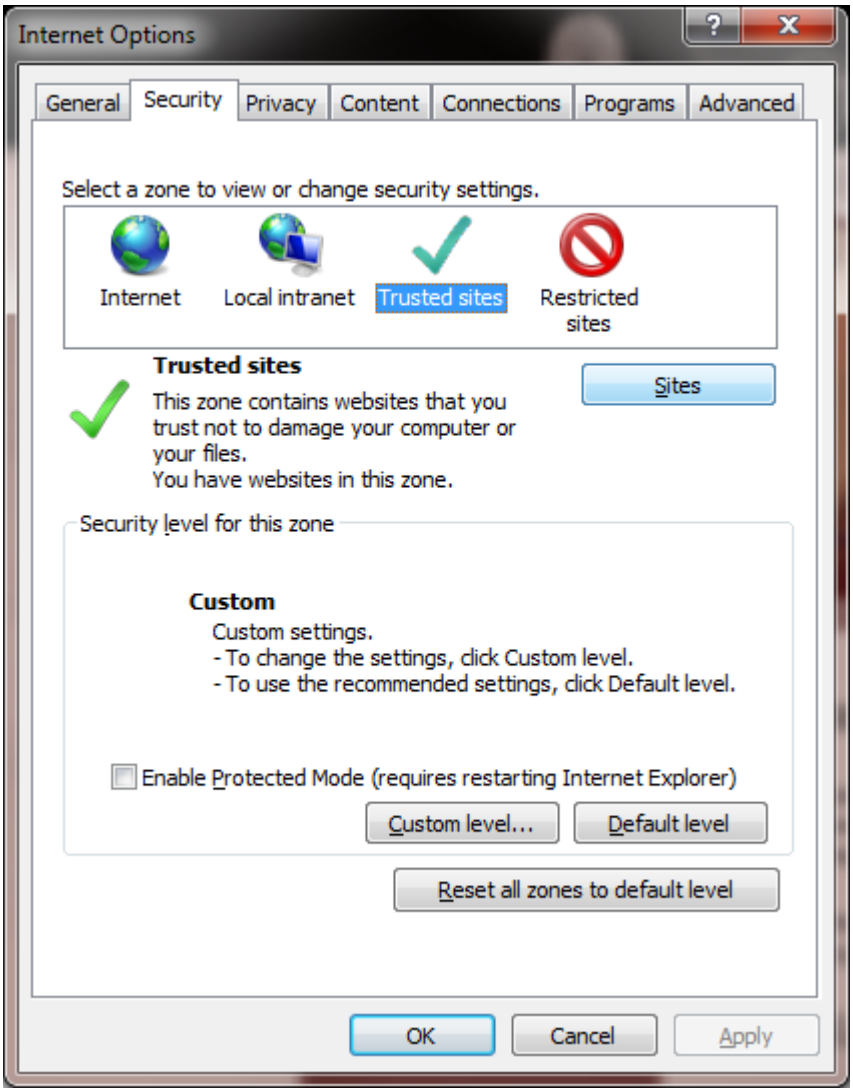
1. Open Internet Explorer.
2. From the **Tools** menu click **Compatibility View**.



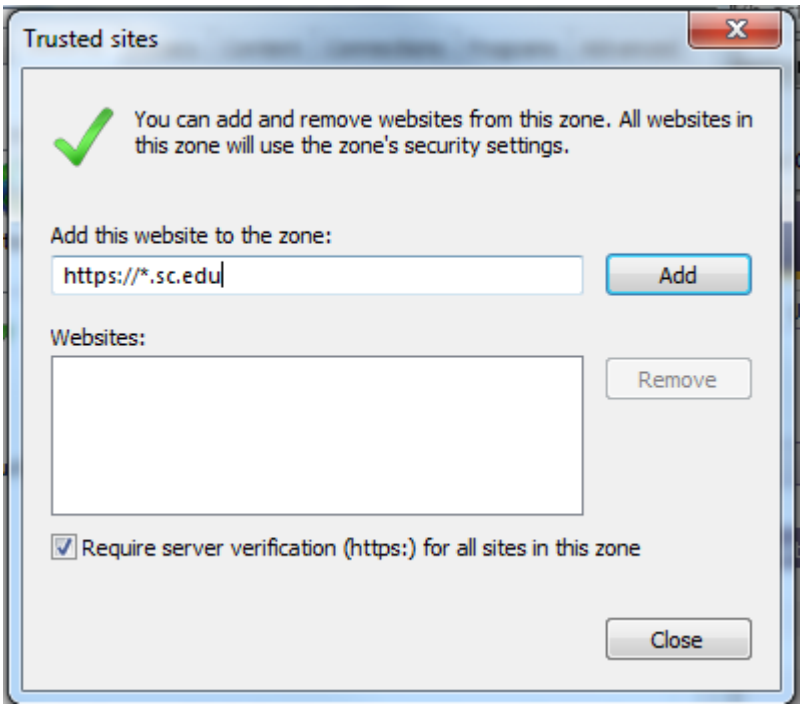
3. From the **Tools** menu click **Internet Options**.



4. Select **Security** tab, click **Trusted Sites**, and click the **Sites** button.



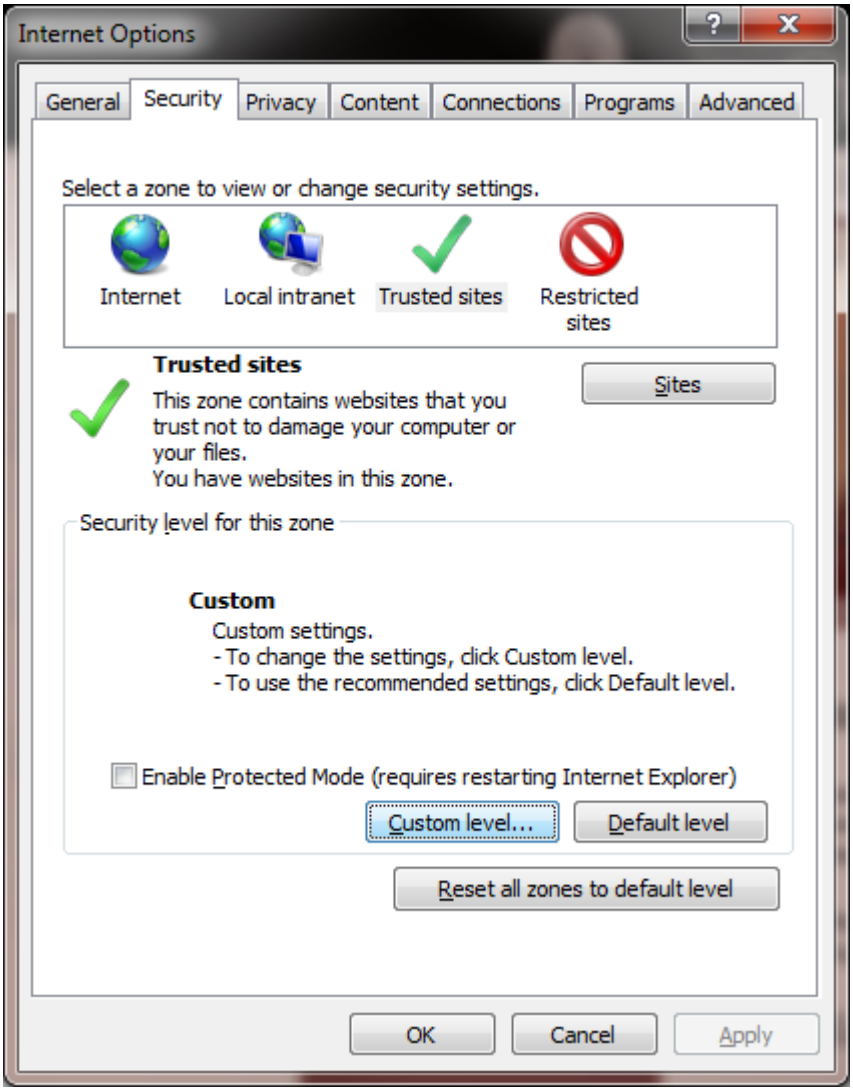
5. In the field labeled **Add this web site to the zone,** type the following: https://*.sc.edu



6. Click the **Add** button, and click **Close.**

Security settings – Custom level

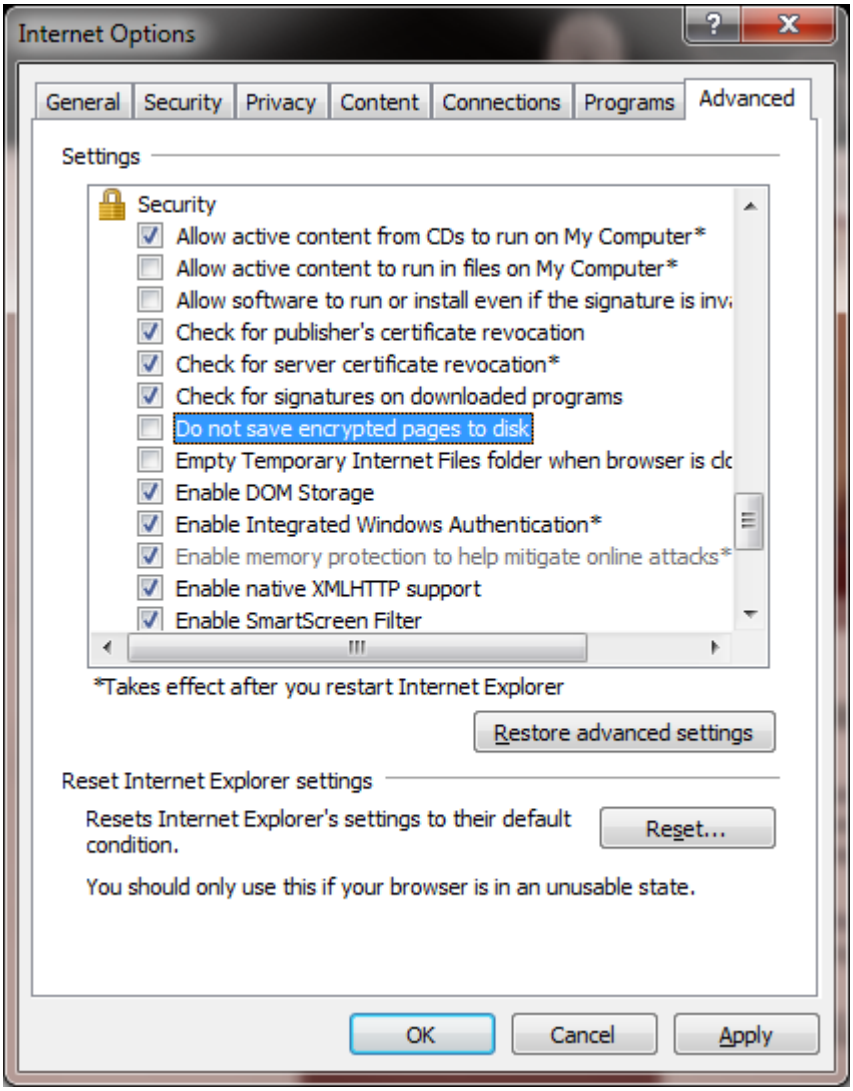
1. On the same **Security** tab, click **Custom level.**



2. Scroll through the "Settings" and under each specified group set them as described below:
   - ActiveX controls and plug-ins > Run ActiveX controls and plug-ins > Enable
   - ActiveX controls and plug-ins > Script ActiveX controls marked safe for scripting > Enable
   - Downloads > Enable each of the settings under this section.
   - Miscellaneous > Allow META REFRESH > Enable
   - Scripting > Active scripting > Enable
   - Scripting > Enable XSS filter > **Disable**

Saving Encrypted Pages to Disk

On the **Advanced** tab, scroll down to the **Security** section and un-check **Do not save encrypted pages to disk** and click **OK**.

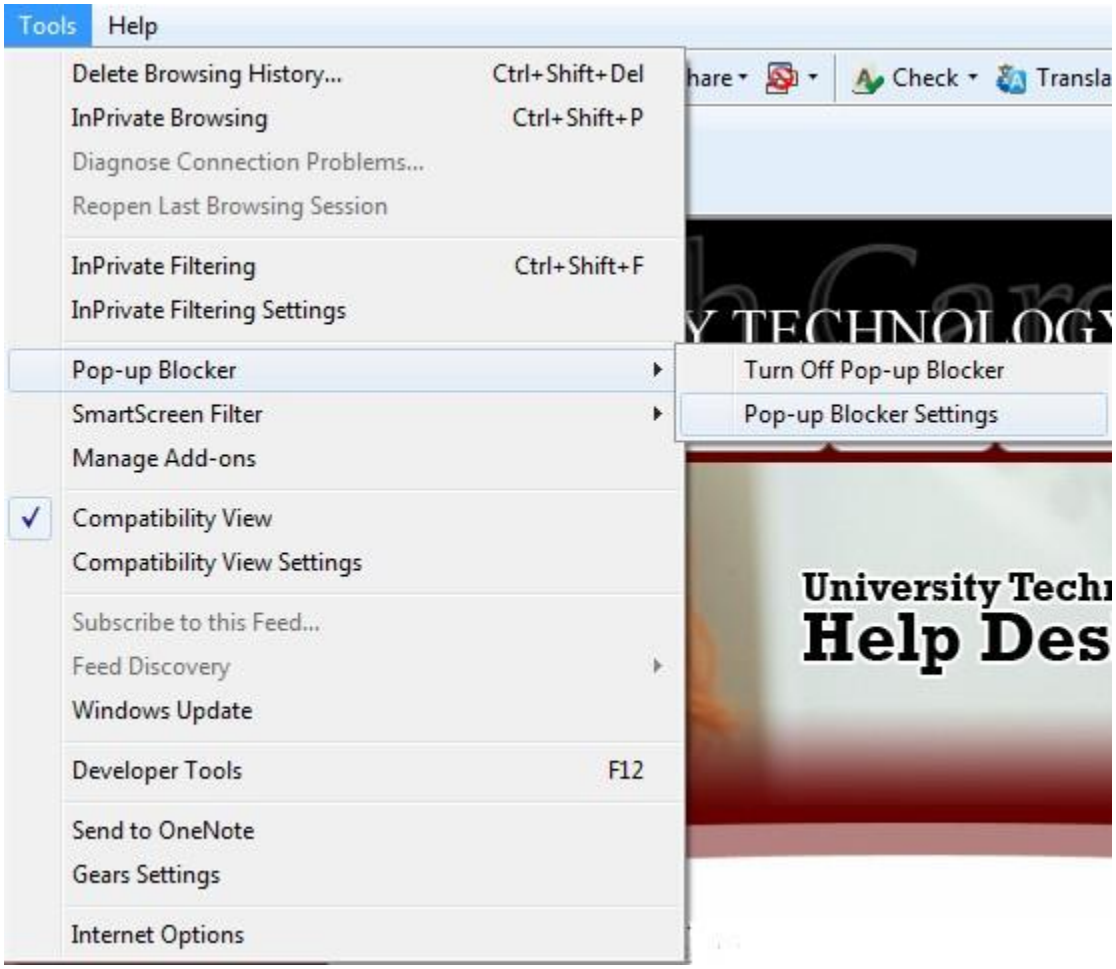


Allowing pop-ups from the Data Warehouse.

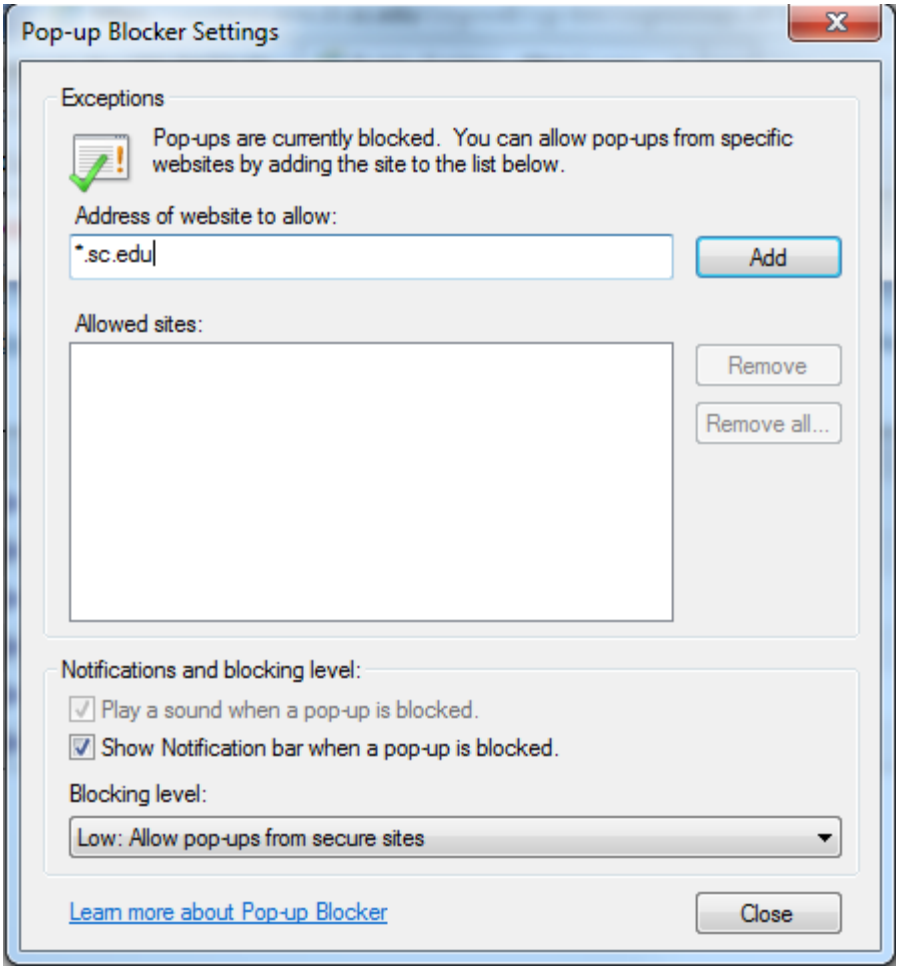
For Cognos to work, your browser must allow pop-ups from the Data Warehouse sites. If you are running a toolbar such as Yahoo, Google, MSN, or any other 3rd –party browser tool, you must update pop-up blocker settings in these tools, in addition to updating them in your browser.

In Internet Explorer do the following:

1. Click on the **Tools** menu, click **Pop-up Blocker**, and **Pop-up Blocker Settings**.



2. In the box labeled **Address of Web site to allow**, enter ***.sc.edu** and click **Add.**

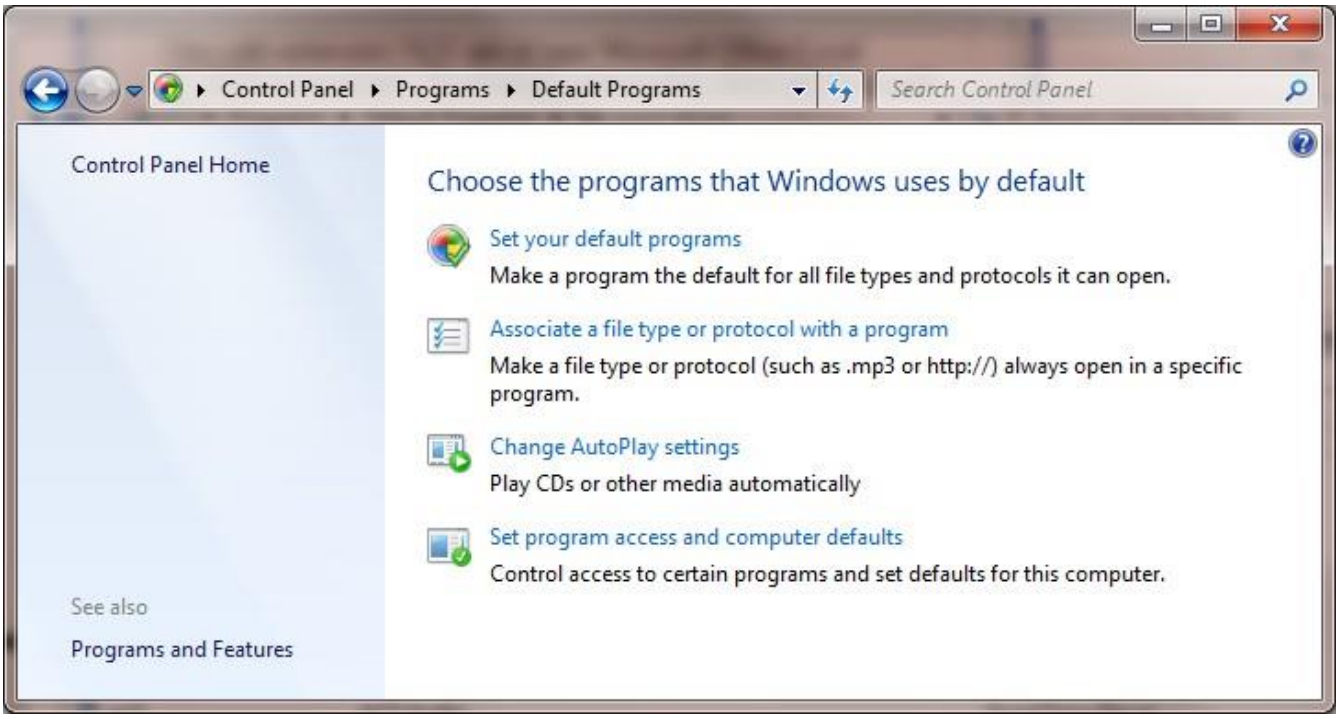


3. Click "**Close**".
4. Close the **Internet Explorer** window.

Viewing Excel Output

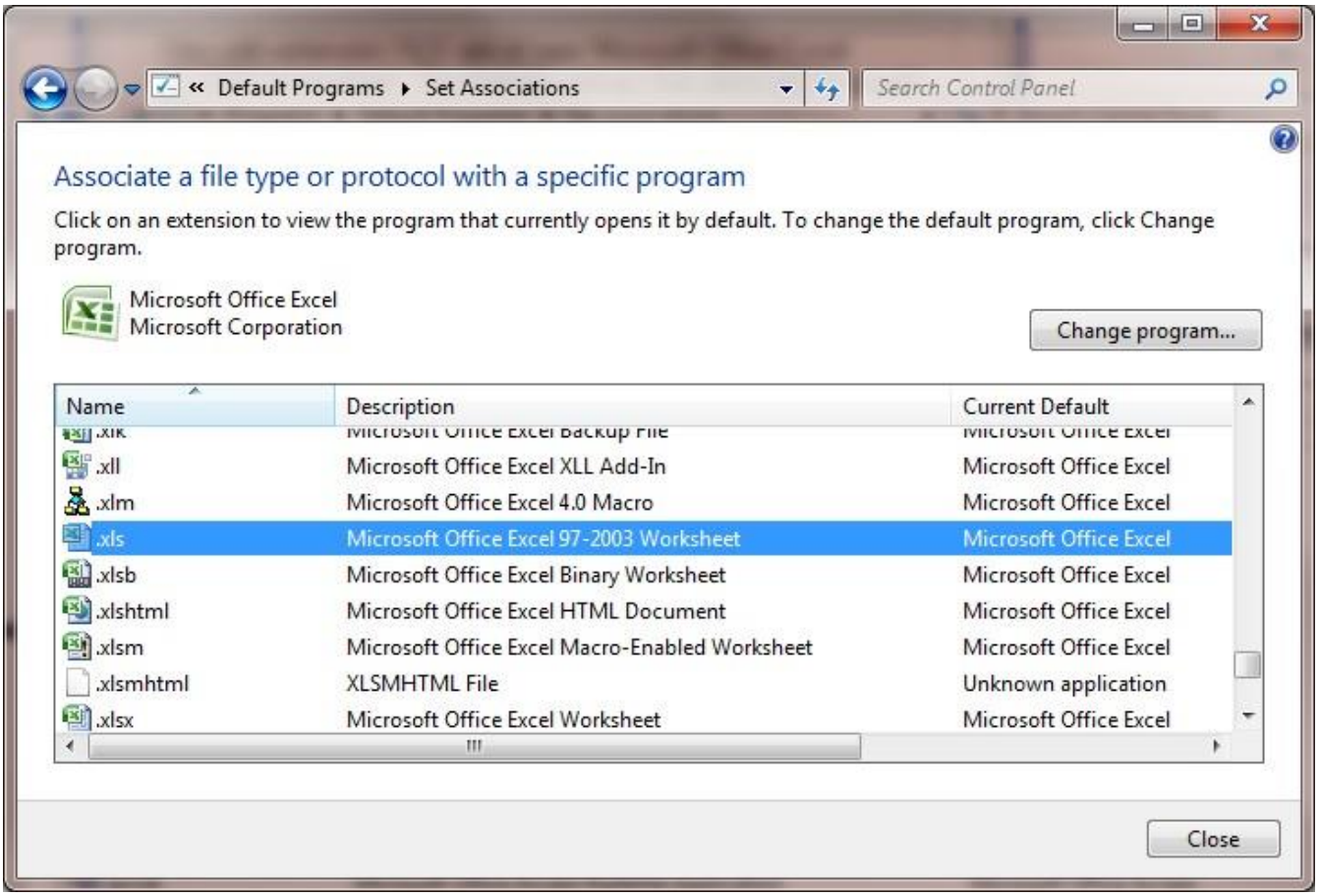
To view reports in Excel you must set options for the Excel file types.

1. In Windows 7, click **Start** (lower left corner), click **Control Panel**, click **Programs**, and click **Default Programs**.



2. Under **Choose the programs that Windows uses by default** click **Associate a file type or protocolwith a program**.

3. Click **.xls**.



4. Under **Current Default** it should say, **Microsoft Office Excel**. If it doesn't, click "**Change program**" and choose **Microsoft Office Excel** from the program list.
5. Click **"OK"** and click **"Close".**
6. Close your **Control Panel** window.