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 <u>myaccount.sc.edu</u>.

Sign in with	your LDAP1 ID	
Q User		
Pass	word	
	Sign in	
Copyright IBM IBM, the IBM lo trademarks or i	ials - Property of IBM Cor Corporation and other(s) 3 ogo, ibm.com and Cognos registered trademarks of I ines Corp., registered in m orldwide.	2005, 2019. are International

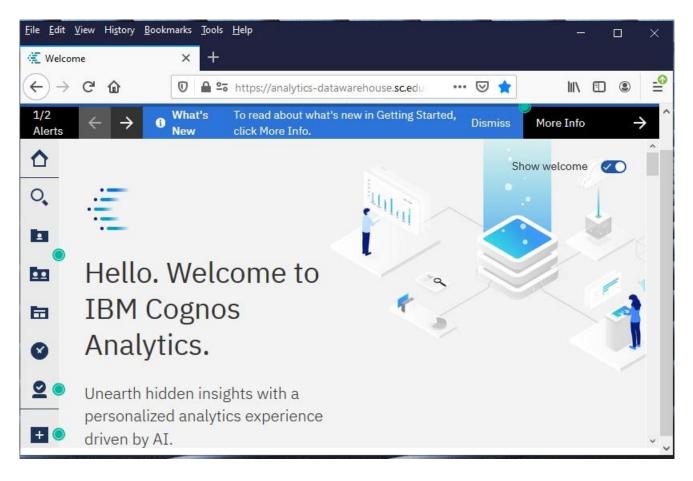
Important note: The Date Warehouse support team cannot reset your password. You will always update your password through <u>myaccount.sc.edu</u>.

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: <u>https://datawarehouse.sc.edu</u>

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.

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	USC Banner Subject Areas ? 👰 💶 🗖							
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-	USC B	anner			11-1-1-1 A	1.2.22004		
		Name 🗘		Description	Modified 🗘	Actions		
•		Accounts Receivable			November 21, 2019 12:13:24 PM	More		
		Admissions			December 11, 2018 12:12:28 PM	More		
6		Athletics COL (Share	<u>ed</u>)		March 27, 2019 2:11:05 PM	More		
		BANSECR			July 9, 2019 2:54:50 PM	More		
1		Beyond the Classroo	m Matters		June 14, 2019 9:19:12 AM	More		
		Financial Aid			September 29, 2015 10:01:59 AM	More		
)		Institutional Researc	<u>h</u>	This folder contains reports specific to the Office of Institutional Research, Assessment, and Analytics (OIRAA) and its respective clients.	June 5, 2018 10:30:17 AM	More		
		On Your Time Initiat	<u>ves (OYT</u>)		November 6, 2017 3:47:08 PM	More		
0		Registrars			October 17, 2018 4:18:02 PM	More		
_	IBM C	ognos Search				? \$ _ [

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".

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Admissions Athletics COL (Shared)		12:1	ember 11, 2018 12:28 PM ch 27, 2019 2:11:05	More		
BANSECR			9, 2019 2:54:50 PM	More	<u>.</u>	
Beyond the Classroom	Matters	June	14, 2019 9:19:12	More	<u>.</u>	
Financial Aid			tember 29, 2015)1:59 AM	More	÷	
Institutional Research	This folder contains reports specific to the Office of Institutional Research, Assessment, and Analytics (OIRAA) and its respectiv clients.	June AM	5, 2018 10:30:17	More	<u>.</u>	
	<u>'s (OYT</u>)		ember 6, 2017 7:08 PM	More	<u>.</u>	

Browser settings required for Cognos Analytics

The following table show the settings that must be enabled

All browsersAllow pop-ups for all Cognos Analytics pages Allow CookiesAll browsersActive ScriptingInternet Explorer (11 and future fix packs)Allow META REFRESHEdge (44 and future fix packs)Cript ActiveX controls and plug-insEdge (44 and future fix packs)Script ActiveX controls marked safe for scriptingHand Future fix packs)Allow programmatic clipboard accessFirefox (60 and future fix packs)User data persistence Allow CookiesFirefox (60 and future fix packs)Enable Java TM Firefox (60 and future fix packs)Enable Java TM Safari 5Enable JavaScriptSafari 5Enable JavaScriptGoogle Chrome ((latest releases) and future fix packs)Enable JavaScriptGoogle Chrome (latest releases) and future fix packsJavaScript: Allow all sites to run JavaScript	Browser	Setting
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Cookies: Allow local data to be set Google Chrome ((latest releases) and future fix packs) Images: Show all images	Safari 5	Enable JavaScript
Google Chrome ((latest releases) and future fix packs) Images: Show all images		Block Cookies: Never
		Cookies: Allow local data to be set
JavaScript: Allow all sites to run JavaScript	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 <u>important</u> 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.

Тоо	ls Help	
	Delete Browsing History InPrivate Browsing Diagnose Connection Problems Reopen Last Browsing Session	Ctrl+Shift+Del Ctrl+Shift+P
	InPrivate Filtering InPrivate Filtering Settings	Ctrl+Shift+F
	Pop-up Blocker SmartScreen Filter Manage Add-ons	► ►
✓	Compatibility View	
	Compatibility View Settings	
	Subscribe to this Feed Feed Discovery Windows Update	۶
	Developer Tools	F12
	Send to OneNote Gears Settings	
	Internet Options	

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

Тоо	s Help	
	Delete Browsing History InPrivate Browsing Diagnose Connection Problems Reopen Last Browsing Session	Ctrl+Shift+Del Ctrl+Shift+P
	InPrivate Filtering InPrivate Filtering Settings	Ctrl+Shift+F
	Pop-up Blocker SmartScreen Filter Manage Add-ons	> >
✓	Compatibility View Compatibility View Settings	
	Subscribe to this Feed Feed Discovery Windows Update	Þ
	Developer Tools	F12
	Send to OneNote Gears Settings	
	Internet Options	

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

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🔮 🔩 🗸 🚫
Internet Local intranet Trusted sites Restricted sites
Trusted sites Sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Custom Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level.
Enable Protected Mode (requires restarting Internet Explorer) Qustom level Default level
Reset all zones to default level
OK Cancel Apply

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

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Trusted sites	×
You can add and remove websites from this zon this zone will use the zone's security settings.	e. All websites in
Add this website to the zone:	
https://*.sc.edu	Add
Websites:	
	Remove
Require server verification (https:) for all sites in this	zone
	Close

6. Click the Add button, and click Close.

Security settings – Custom level

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

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
Internet Local intranet Trusted sites Restricted sites
Trusted sites Sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Custom Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level.
Enable Protected Mode (requires restarting Internet Explorer)
Custom level
Reset all zones to default level
OK Cancel Apply

- 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 <u>each</u> 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**.

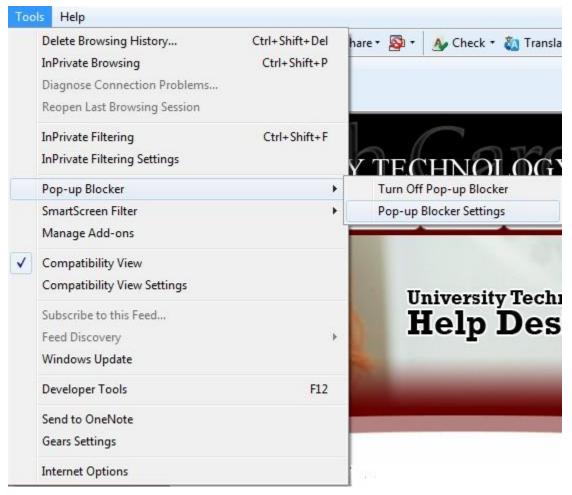
Internet Options
General Security Privacy Content Connections Programs Advanced
Settings
Security Allow active content from CDs to run on My Computer* Allow active content to run in files on My Computer* Allow software to run or install even if the signature is inv: Check for publisher's certificate revocation Check for server certificate revocation* Check for signatures on downloaded programs Check for signatures on downloaded programs Do not save encrypted pages to disk Empty Temporary Internet Files folder when browser is dc Enable DOM Storage Finable Integrated Windows Authentication* Enable Integrated Windows Authentication* Enable memory protection to help mitigate online attacks* Enable native XMLHTTP support Enable SmartScreen Filter
*Takes effect after you restart Internet Explorer
<u>R</u> estore advanced settings
Reset Internet Explorer settings
Resets Internet Explorer's settings to their default Reset
You should only use this if your browser is in an unusable state.
OK Cancel Apply

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.

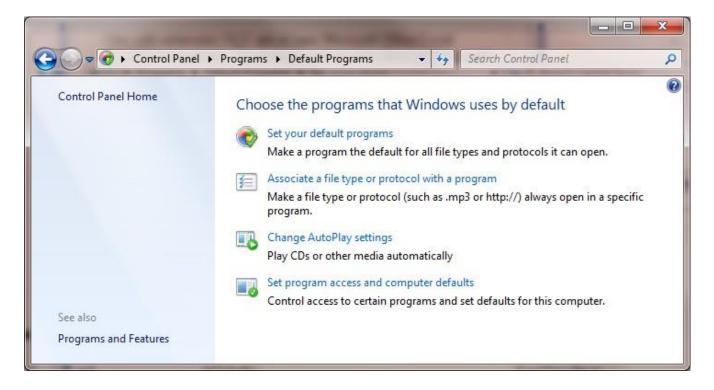
Pop-up Blocker Settings	×
Exceptions Pop-ups are currently blocked. You can allow pop-ups fr websites by adding the site to the list below.	rom specific
Address of website to allow:	
*.sc.edu	Add
Allowed sites:	
	Remove
Notifications and blocking level:	
✓ Play a sound when a pop-up is blocked.	
Show Notification bar when a pop-up is blocked.	
Blocking level:	
Low: Allow pop-ups from secure sites	•
Learn more about Pop-up Blocker	Close

- 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 protocol with a program.

3. Click .xls.

Associate a file ty	pe or protocol with a specific program		
lick on an extension t	to view the program that currently opens it by default. To change	the default program, click Chang	je
rogram.			10.2
Microsoft Offi	ce Excel		
Microsoft Cor	poration	Change progra	m
Name	Description	Current Default	
EN XIK	MICrosoft Office Excel backup File	WICTOSOIL OTHCE EXCEL	
llx. 🕌	Microsoft Office Excel XLL Add-In	Microsoft Office Excel	
💑 .xlm	Microsoft Office Excel 4.0 Macro	Microsoft Office Excel	
🖳 .xls	Microsoft Office Excel 97-2003 Worksheet	Microsoft Office Excel	
xlsb.	Microsoft Office Excel Binary Worksheet	Microsoft Office Excel	
🕙 .xlshtml	Microsoft Office Excel HTML Document	Microsoft Office Excel	
🔄 .xlsm	Microsoft Office Excel Macro-Enabled Worksheet	Microsoft Office Excel	-
.xlsmhtml	XLSMHTML File	Unknown application	-
🔄 .xlsx	Microsoft Office Excel Worksheet	Microsoft Office Excel	
<u>ار ا</u>			

- 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.