Verify Cognos Access

You will need access to Cognos to fully participate in the Cognos Student Reports training. This document provides step-by-step instructions with examples on how to verify your access.

1. Open the Outlook desktop client.

2. Click on the Address Book icon (highlighted below) or use the keyboard combination Ctrl+Shift+B.

3. Type in your last name in the search box:
4. Right click on your name and choose Properties.

5. Then click on the Member Of tab.
6. Scroll down the list to look for either “UMSL, Cognos SR” or "UMSL, Cognos SR (FERPA)”. If you see one of these entries, you have access.

7. If you do NOT see one of these, you need to contact Diana Johnson (djohnson@umsl.edu) in the Registrar’s office and complete the required FERPA training at least 24 hours before the session.