UMSL

University of Missouri - St. Louis

Cognos Reporting One-Time Setup Activities

Internet Explorer - If you are using a computer that is not on the campus network, follow these steps so you can download Excel files from Cognos and bypass signing in to the IR SharePoint site:

1. Start Internet Explorer
2. On the menu bar click on Tools→Internet Options.
3. Click on the Security tab.
4. Click the Local Intranet icon.
5. Click the Sites… button.
6. Click the Advanced button.
7. Enter https://reports.umsystem.edu in the "Add this website to the zone:"
8. Click the Add button.
9. Enter https://mysharepoint.umsl.edu in the "Add this website to the zone:"
10. Click the Add button.
11. If it is not already checked, click the check box next to "Require server verification (https:) for all sites in this zone."
12. Click the Close button.
13. Click the OK button twice.

Firefox - This will bypass signing in to the IR SharePoint site:

1. In the address bar type about:config
2. Click the button accepting the risk.
3. In the search box enter ntlm
4. Right click on network.automatic-ntlm-auth.trusted.uris and select Modify.
5. Enter https://mysharepoint.umsl.edu and click OK.

Chrome – uses the Internet Explorer settings.