Verify Cognos Access

Here are 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 complete the required FERPA training by signing in to myHR (https://myhr.umsystem.edu) and clicking on the Training & Performance tile:

8. Then click on the myLearn link:

9. Enter your SSO id and password and click the Login button.

10. If you see the FERPA tile shown below, click on it.

11. Otherwise enter ferpa into the search box and click the magnifying glass.
12. Click on

[FERPA for Higher Education](#)

Course: 30 Minutes

13. Once you have passed the training, you will be added to the proper security group within 24 hours.