

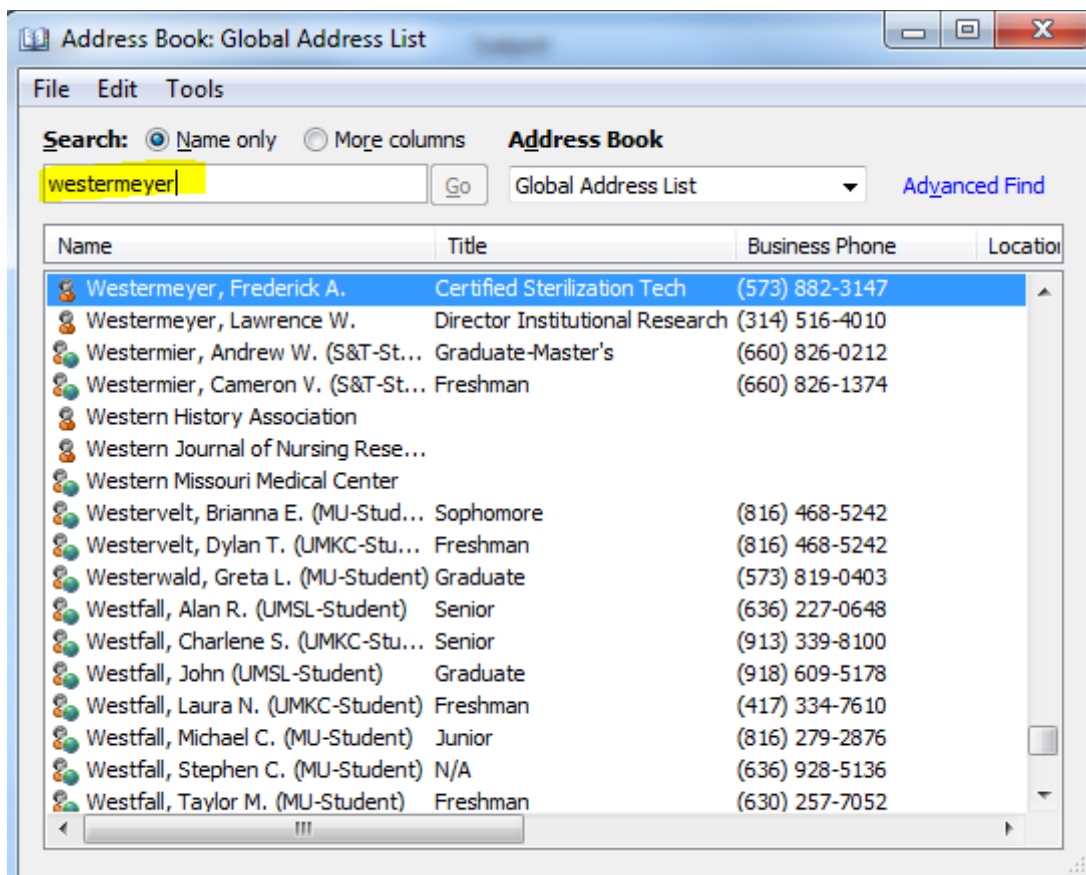
Verify Cognos Access

Here are step-by-step instructions with examples on how to verify your access.

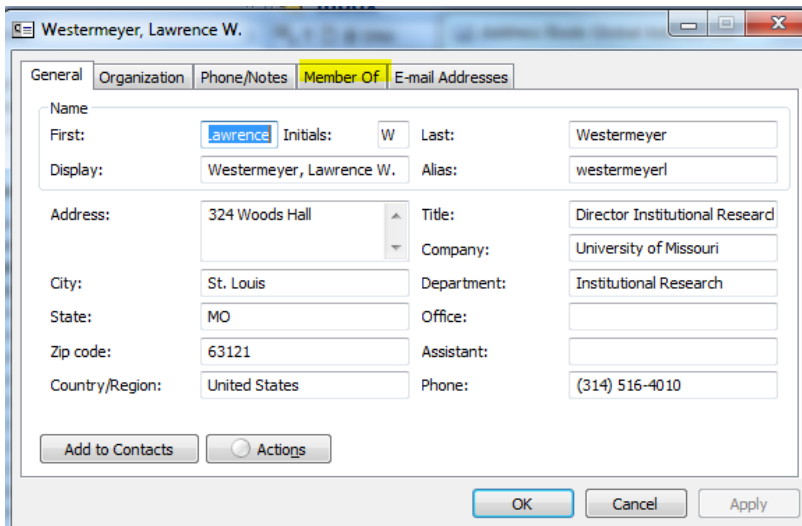
1. Open the Outlook desktop client.
2. Click on the Address Book icon (highlighted below) or use the keyboard combination Ctrl+Shift+B.



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.

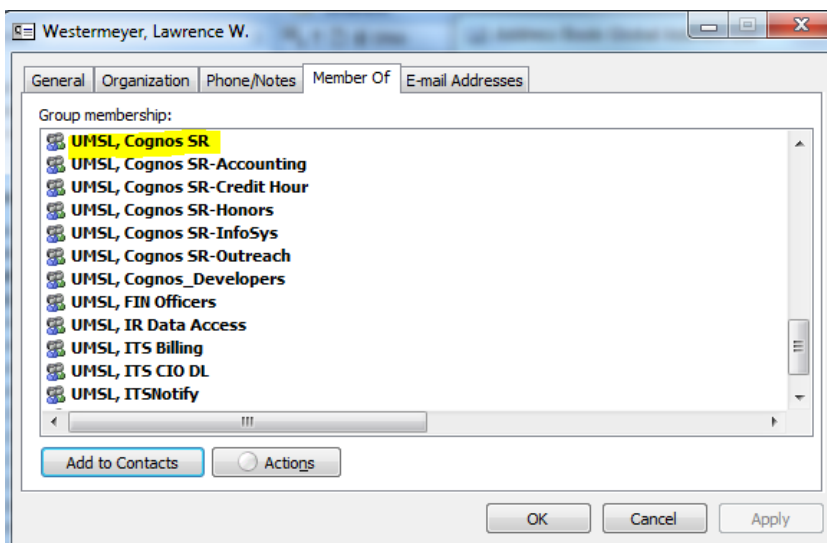


The screenshot shows a contact properties window for Lawrence W. Westermeyer. The 'Member Of' tab is selected and highlighted in yellow. The window contains the following fields:

Name				
First:	lawrence	Initials:	W	
Last:	Westermeyer			
Display:	Westermeyer, Lawrence W.		Alias:	westermeyerl
Address:	324 Woods Hall	Title:	Director Institutional Research	
		Company:	University of Missouri	
City:	St. Louis	Department:	Institutional Research	
State:	MO	Office:		
Zip code:	63121	Assistant:		
Country/Region:	United States	Phone:	(314) 516-4010	

Buttons at the bottom: Add to Contacts, Actions, OK, Cancel, Apply.

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.



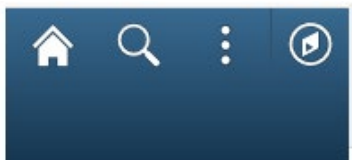
The screenshot shows the same contact properties window, but now displaying a list of group memberships under the 'Member Of' tab. The 'UMSL, Cognos SR' entry is highlighted in yellow.

Group membership:

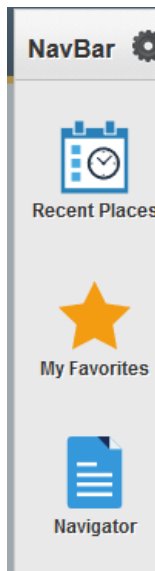
- UMSL, Cognos SR
- UMSL, Cognos SR-Accounting
- UMSL, Cognos SR-Credit Hour
- UMSL, Cognos SR-Honors
- UMSL, Cognos SR-InfoSys
- UMSL, Cognos SR-Outreach
- UMSL, Cognos_Developers
- UMSL, FIN Officers
- UMSL, IR Data Access
- UMSL, ITS Billing
- UMSL, ITS CIO DL
- UMSL, ITSNotify

Buttons at the bottom: Add to Contacts, Actions, OK, Cancel, Apply.

7. If you do NOT see one of these, you need to complete the required FERPA training by signing in to myHR (<https://myhr.umssystem.edu>) and clicking on the NavBar icon in the top left corner of the landing page:



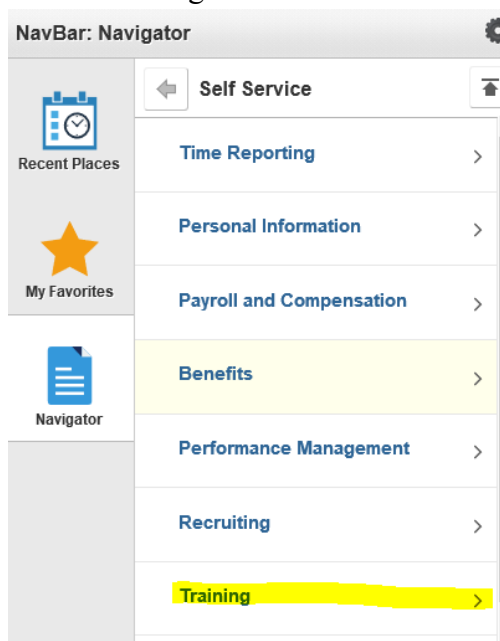
8. Click on Navigator from the NavBar selection pane:



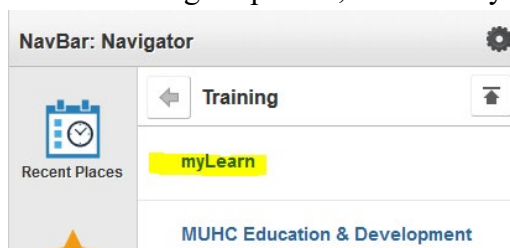
9. Select Self Service from the Navigator dropdown:



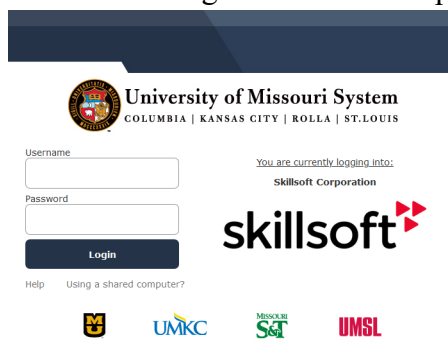
10. Select Training:



11. In the Training dropdown, click on myLearn:



12. The skillsoft login window will open:



13. Sign in with your SSO ID and password.
14. If you see the FERPA tile shown below, click on it.



15. Otherwise enter ferpa into the search box and click the magnifying glass.



16. Click on



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