

Requesting Access to Cognos

Roles – Choose the one(s) you need and email the person (use the appropriate web form) listed below. Please include your:

1. Name, UDeINetID, and Employee ID
2. Role(s) you are requesting

Role	Members	Description of the Data in the Report	Contact
SA_SR_USER	General Campus	Student Enrollment Data	Web Forms: Access Request UDSIS Student Records
SA_SR_DEPT_REPORTERS	General Campus	Student Enrollment Data	Web Forms: Access Request UDSIS Student Records
SA_AA_USER	Associate / Assistant Deans	Student Enrollment Data w/ confidential data (e.g. grades, GPA) (includes all details of SA_SR_USER)	Web Forms: Access Request UDSIS Student Records
SA_SOC_USER	Departmental staff who schedule classes	Schedule of Classes Data	Web Forms: Access Request UDSIS Student Records
SA_RBB_USER	General Campus	Student Data – unduplicated headcounts	Web Forms: Access Request UDSIS Student Records
HR_RBB_USER	General Campus	HR Data	Elizabeth Deramo-Kollra ekollra@udel.edu
HR_USER	General Campus	HR Data	Elizabeth Deramo-Kollra ekollra@udel.edu
HR_REPORTERS	General Campus	HR Data	Elizabeth Deramo-Kollra ekollra@udel.edu
LAM_USER	General Campus	HR LAM data	lam-system@udel.edu
LAM_ALL_USER	General Campus	HR LAM data w/HR data	lam-system@udel.edu
FINDEPT	General Campus	Financial Data (UD Financials)	Budget Office bdgtooffice@udel.edu
FINSUPER	OVP, GA, BUDGET & PROCUREMENT	Financial Data (UD Financials)	Budget Office bdgtooffice@udel.edu
FI_REPORTERS	General Campus	Financial Data Mart	Budget Office bdgtooffice@udel.edu
FI_USERS	General Campus	Financial Data Mart	Budget Office bdgtooffice@udel.edu
TRAINING_REPORTERS	Attendees at training classes	Student Enrollment Data with Personal Information removed	N/A

_USERS: user may run (execute) established reports.

_REPORTERS: user may run (execute) as well as create (modify) reports.

Last Update: September 4, 2015