CSU, Chico Cognos Analytics

Initially login to the site using your portal account username and password

Direct Link: [https://bi.csuchico.edu](https://bi.csuchico.edu) (must have a campus IP address by Global Protect a VPN client)

Or Institutional Research at [http://www.csuchico.edu/ir](http://www.csuchico.edu/ir) and go to the bottom of the homepage discussing Cognos Analytics as a tool available.

How to run a Report

Menu Path as an example to the Academic Department Chair Reports

Menu Folder Path used to run a Class Schedule report for Department Chairs
Select Parameters if report displays any

Select Required parameters. Skip others if desired to get a larger dataset.

Click Finish to run report

Run again or get a different data format

To get the data in different formats click the small down arrow to choose format. HTML is the default format for the web page. Run as Excel Data to get a raw Excel document of data and use as desired.

To re-run and select new parameters click the icon.
Navigate or close an open report

Navigate Home or to other reports using Team Content and the selecting the higher-level menu path

Use the Team Content or the HOME menus to navigate to other reports

slide to expand the window if desired