Shortcut to Retrieve Administrator SET Reports in Cognos

* Login to Academica
* Select Employee Resources>Administrative Systems>Business Intelligence Reporting Portal>Faculty

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| Deans* When retrieving reports for your college or departments within your college, click on the ***Chair*** link and follow the steps below:
1. Select ***one*** term using the Academic Period drop down box provided.
2. To retrieve reports for your entire college, ***select College only*** and leave *Department* blank, using the drop down box provided.

***OR***1. To retrieve reports for a certain department within your college*,* ***select Department only*** and leave *College* blank, using the drop down box provided.
2. Leave ***Access ID*** blank (for options b and c).
* Click on ***Finish*** to generate your report(s).
 | Chairs* Toselect a Department Summary Report, click on **Administrators (Summary Report)** link.
* To select a Chair Exceptions to Summary Report, click on **Administrators** **(Exceptions to Summary Report)** link.
* Follow the steps below to retrieve your report(s).
1. Select ***one*** term using the Academic Period drop down box provided.
2. Leave ***College*** blank.
3. Select your ***Department*** using the *Department* drop down box provided.
4. Leave ***Access ID*** blank.
5. Click on ***Finish*** to generate your report(s).
 | Faculty Individual Report* To retrieve Faculty Individual Report(s), follow the steps below:
1. Select ***one or more*** term(s) using the Academic Period drop down box provided.
2. Leave ***College*** blank.
3. Leave ***Department*** blank.
4. Enter ***Access ID*** and click on ***Insert***.

NOTE:When Access ID is left blank the system will generate reports for all instructor taught courses within a department for an academic period* Next, click on ***Finish*** and the system will generate your Faculty Individual Report(s).
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