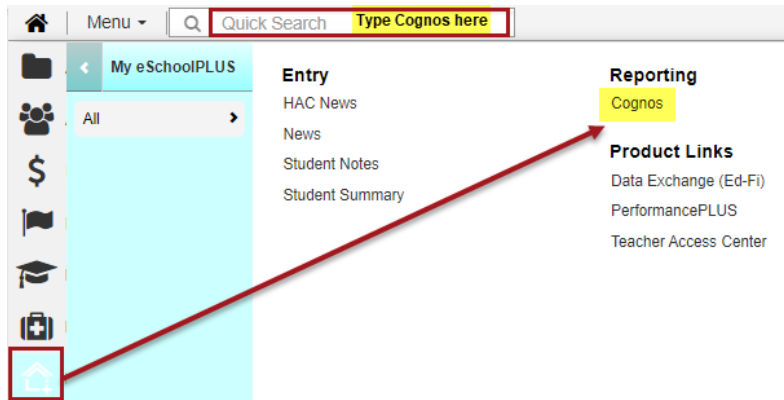


Accessing Reports in Cognos

From eSchoolPlus log into Cognos by Quick Search or from the menu

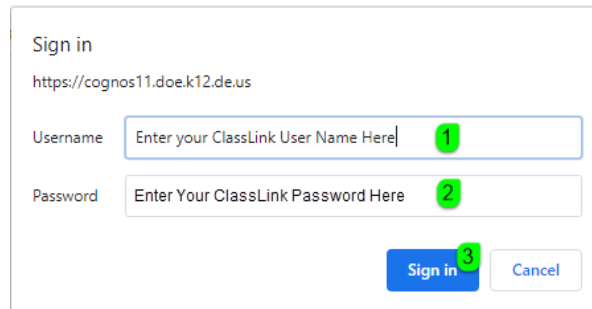


When the pop-up appears, enter your Ed Access user name and password.

Username: first.last

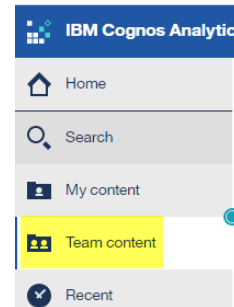
If you don't know your password, please call 636-HELP (4357)

Click the Sign in button.



The Cognos Welcome screen appears. As you run reports in Cognos you will notice the Recent area of your Welcome screen adjusts to reflect the recent reports you generated. If the report you want to generate is listed in the recent area select it and it will run.

From the menu on the left-hand side select "Team content":



The list of all the DOE and district/charter folders appears. Select the folder as you normally would to find your report. Keep in mind you only have access to reports in three folders: DOE, DSC, Red Clay.

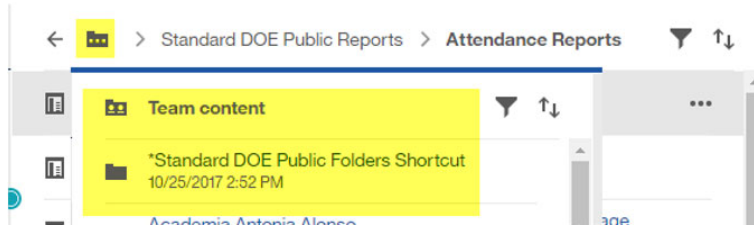
Once in a folder use the icons at the top of the report list to navigate:



Use the arrow to navigate back to a prior folder or back to the Team Content:



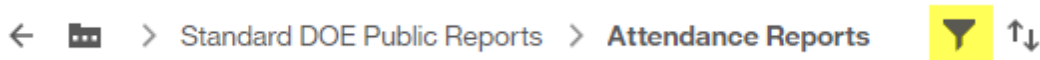
Click the folder icon to navigate to the Team content folder or back to the main list of folders within the folder you are in:



Click the folder name, which is a link to go back to the list of reports within that folder:



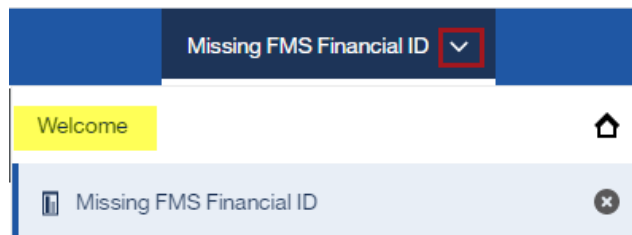
The filter will assist in finding a report:



The up/down arrows will sort the report list ascending or descending by name or date modified:



When you run a report to get back to the Welcome screen use the drop down arrow at the top center of the screen next to the report name and select Welcome:



If you want to go back to the folder you were in select the Team folder on the left menu:

