# Cognos Reports

## User Guide for Running IPEDS HR Reports

*Version 11*

*November 2025*

# Cognos Log in Procedure

1. Click on or copy and paste this link into your browser: https://analytics.ds.usg.edu/bi/

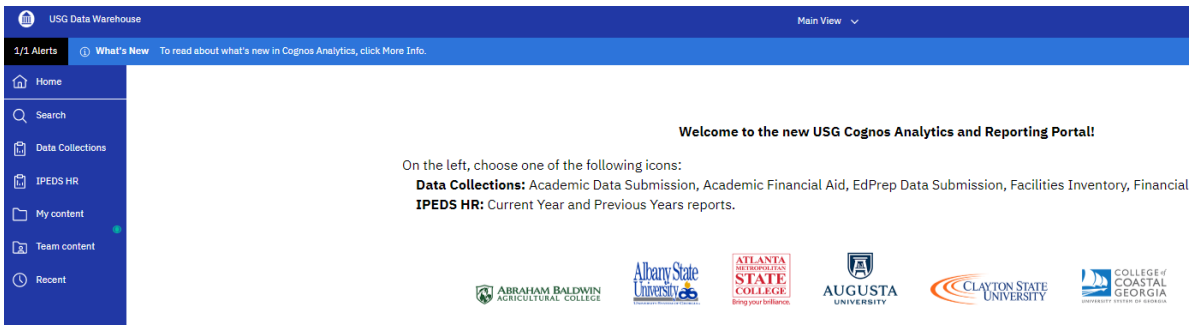



2. The Cognos login screen will be displayed.

3. Enter your **User ID** and **Password**.

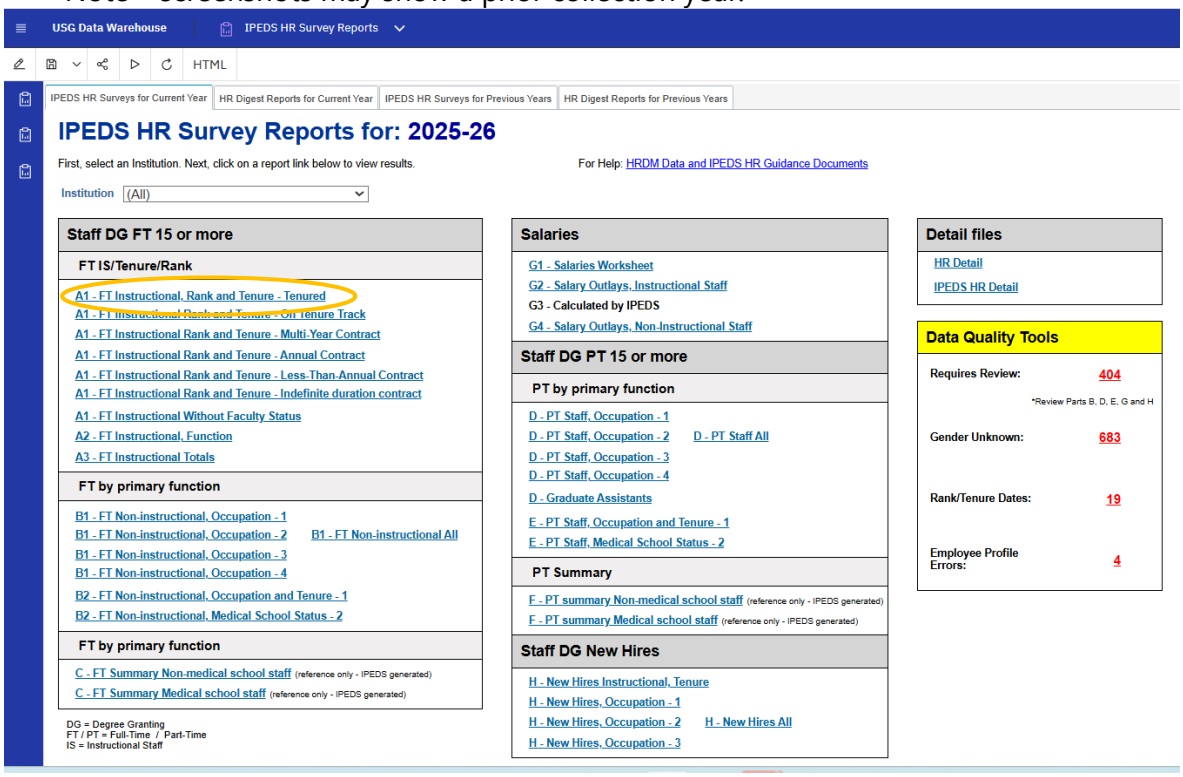
   *Note*: *If you do not have a Cognos User ID and Password, please ask the HR POC at your institution to contact the Help Desk (support@usg.edu) to request them for you. Details on HRDM security roles can be found here.*

4. Once logged in, Cognos 11 will display the **main page, with a navigation pane on the left.**

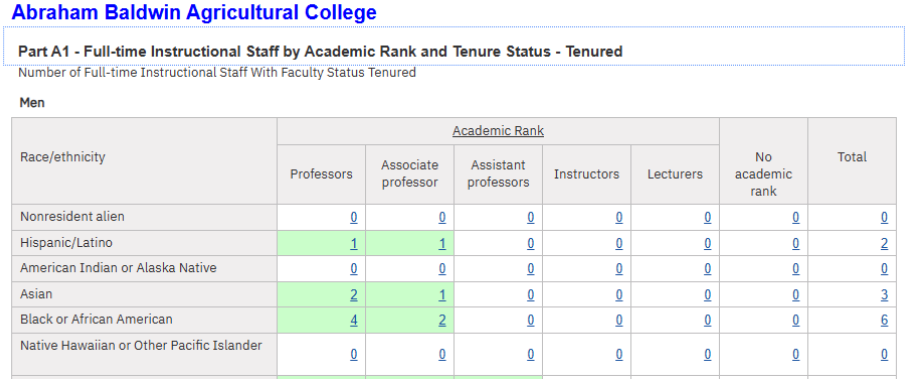


# Running Cognos Reports

1. Select your institution from the drop-down menu. Next, select the IPEDS HR Part you're needing, for example, "A1 - FT Instructional Rank and Tenure – Tenured"
   *Note – screenshots may show a prior collection year.




2. The following screen will appear in a new browser tab. Note: all possible data cells appear in the report, even if the value is zero. Cells containing data will be highlighted in green.



**Abraham Baldwin Agricultural College**

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured**

Number of Full-time Instructional Staff With Faculty Status Tenured

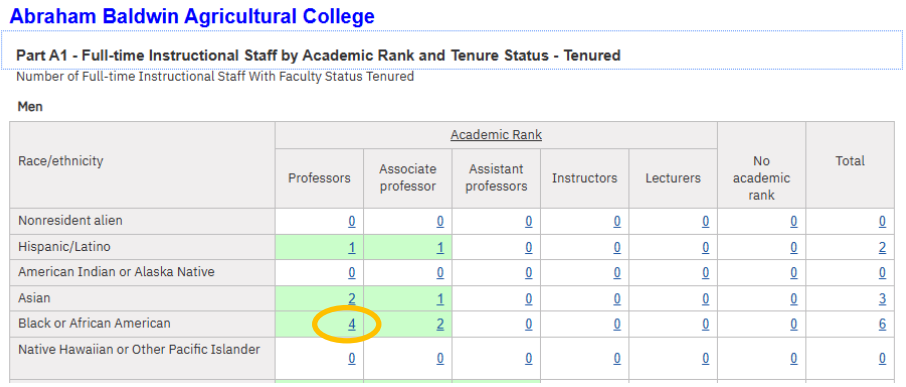
**Men**

| Race/ethnicity | Academic Rank | | | | | No academic rank | Total |
|---|---|---|---|---|---|---|---|
| | Professors | Associate professor | Assistant professors | Instructors | Lecturers | | |
| Nonresident alien | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic/Latino | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| American Indian or Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 2 | 1 | 0 | 0 | 0 | 0 | 3 |
| Black or African American | 4 | 2 | 0 | 0 | 0 | 0 | 6 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

# Drill Down to Report Details

Reports may be drilled down to display the details that make up a specific number.

1. For example: to display the details of the **4** Black or African American Female Professors on the report shown, click on the 4 link.



**Abraham Baldwin Agricultural College**

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured**

Number of Full-time Instructional Staff With Faculty Status Tenured

**Men**

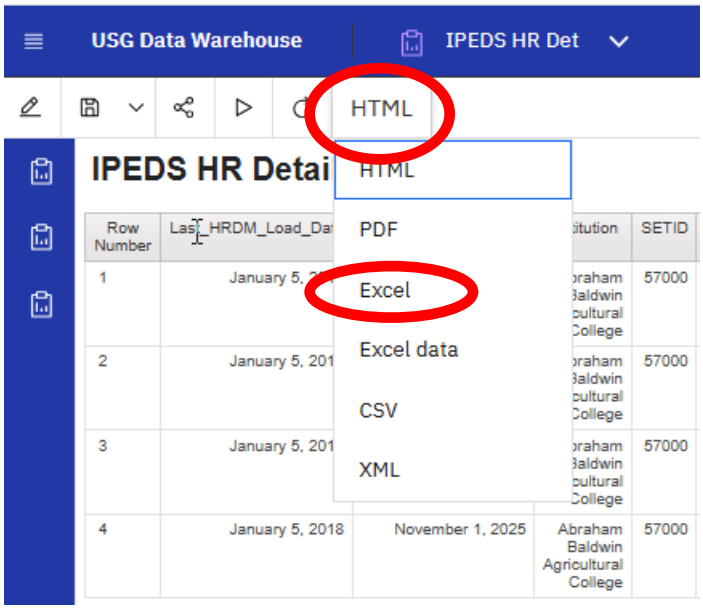
| Race/ethnicity | Academic Rank | | | | | No academic rank | Total |
|---|---|---|---|---|---|---|---|
| | Professors | Associate professor | Assistant professors | Instructors | Lecturers | | |
| Nonresident alien | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic/Latino | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| American Indian or Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 2 | 1 | 0 | 0 | 0 | 0 | 3 |
| Black or African American | 4 | 2 | 0 | 0 | 0 | 0 | 6 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2. A new browser tab will open that shows the details for the 4 faculty members (personal details are not shown here but would be available in Cognos).



| Row Number | Last_HRDM_Load_Date | FALL_CENSUS_DATE | Institution | SETID |
|---|---|---|---|---|
| 1 | January 5, 2018 | November 1, 2025 | Abraham Baldwin Agricultural College | 57000 |
| 2 | January 5, 2018 | November 1, 2025 | Abraham Baldwin Agricultural College | 57000 |
| 3 | January 5, 2018 | November 1, 2025 | Abraham Baldwin Agricultural College | 57000 |
| 4 | January 5, 2018 | November 1, 2025 | Abraham Baldwin Agricultural College | 57000 |

3. The detailed report may be exported in HTML, PDF, XML or Excel. Click on 'HTML' at the top of the screen and select your desired format, for example, excel.




4. Depending on the chosen format, the selection may populate in the browser window (for example, pdf) and then you may choose to download and save. If you choose an excel format, it will automatically download to your download folder (see screenshot below). To get to the downloaded file, click on the download icon in the browser ribbon (circled in red) and then click on the folder icon (highlighted by the cursor in the screenshot).

