Cognos Reports

User Guide for Running IPEDS HR Reports

Version 10
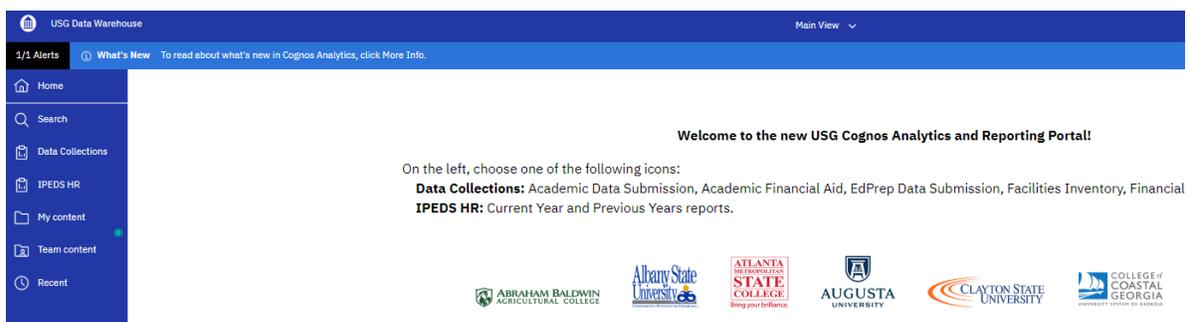
October 2024

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 (helpdesk@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"

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.

IPEDS HR

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	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	2	0	0	0	0	0	2
Black or African American	4	1	0	0	0	0	5

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.

IPEDS HR

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
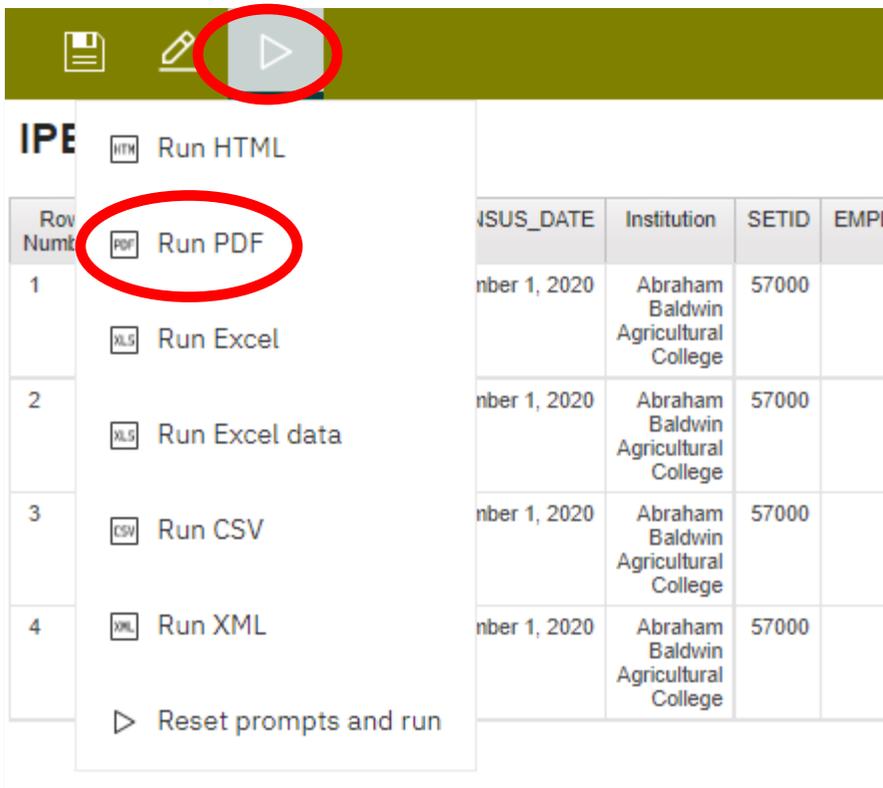
Men

Race/ethnicity	Academic Rank						Total
	Professors	Associate professor	Assistant professors	Instructors	Lecturers	No academic rank	
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	2	0	0	0	0	0	2
Black or African American	4	1	0	0	0	0	5

2. A new browser tab will open that shows the details for the 4 faculty members.

IPEDS HR Detail

Row Number	Last_HRDM_Load_Date	FALL_CENSUS_DATE	Institution	SETID
1	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
2	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
3	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
4	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000

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

4. The desired format will populate in the browser window. To download and save the report, select the download icon in the top right of the screen.