University of Colorado Boulder

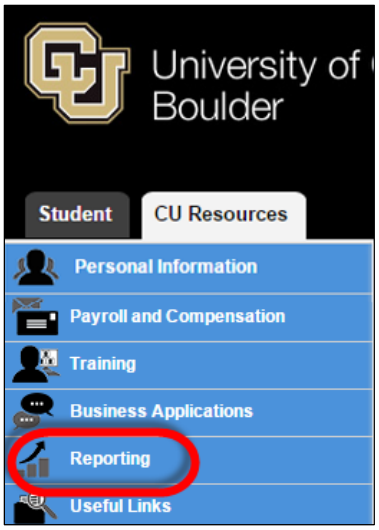
Office of the Registrar
Regent Administrative Center 101
20 UCB
Boulder, Colorado 80309

t 303.492.6970
f 303.492.4884
cusisdev@colorado.edu

Accessing the CU Reporting System (Cognos) through MyCUInfo

1. Log in to MyCUInfo.
2. If you have multiple tabs, click the **CU Resources** tab.

3. In the left-hand menu, click **Reporting**.



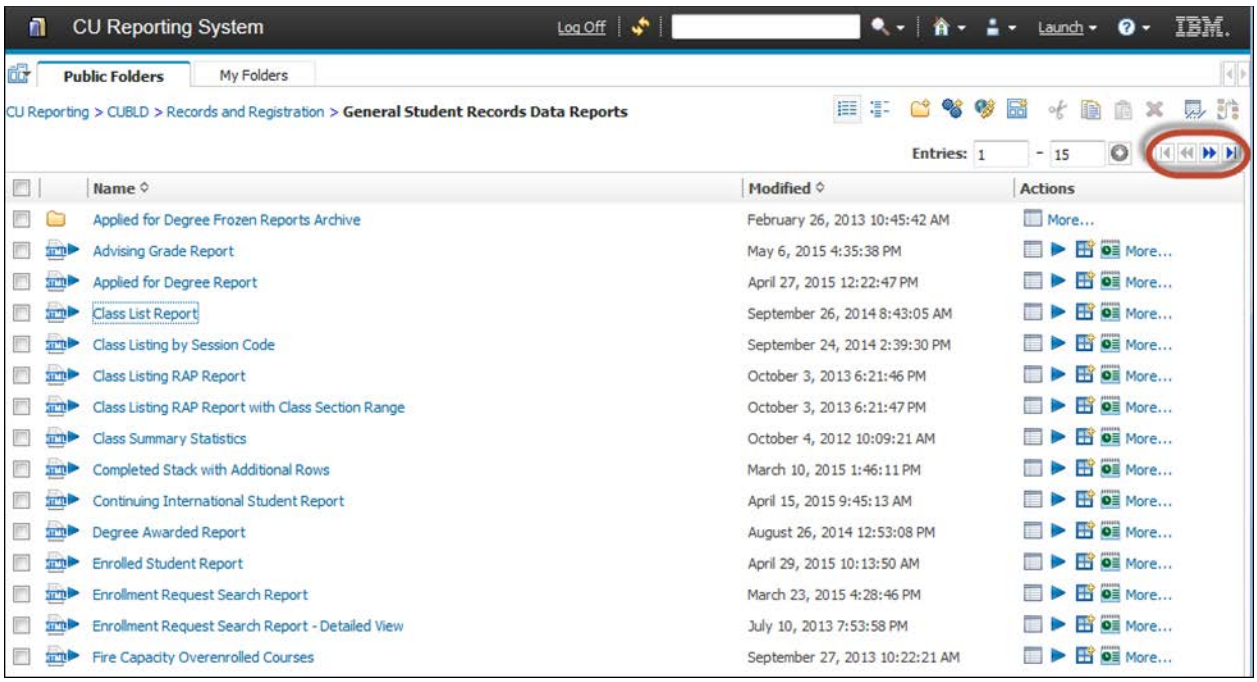
4. Click **Public Folders**.

5. Go to **CUBLD** > **Records and Registration** > **General Student Records Data Reports**.

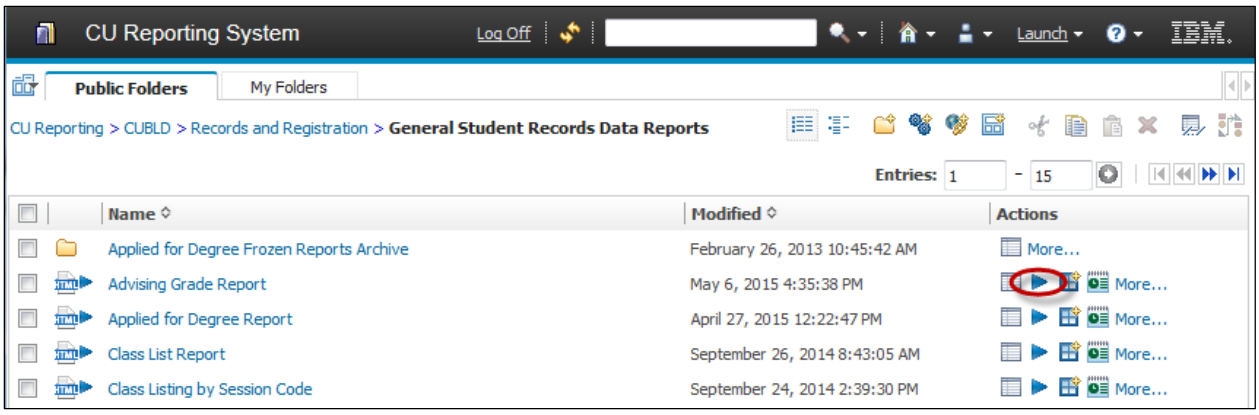
6. You should see a list of reports similar that in the screenshot below, including: Advising Grade Report, Applied for Degree Report, and Class List Report.

   NOTE: If you do not see these queries and you work in an academic unit as a staff member, send an access request to cusisdev@colorado.edu.

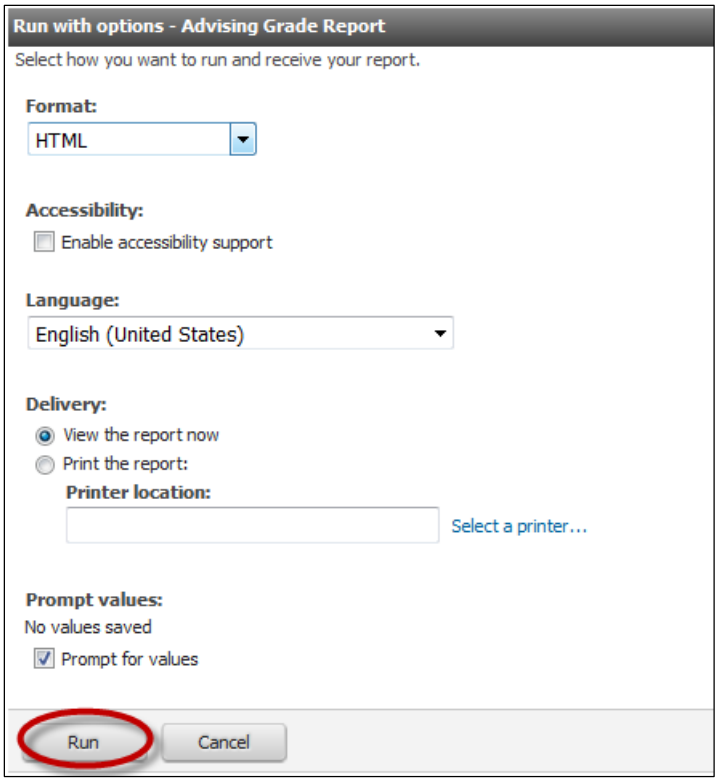
7. If the report you are looking for doesn't appear on the first page, use the arrow buttons at the top right of the page to see additional reports.



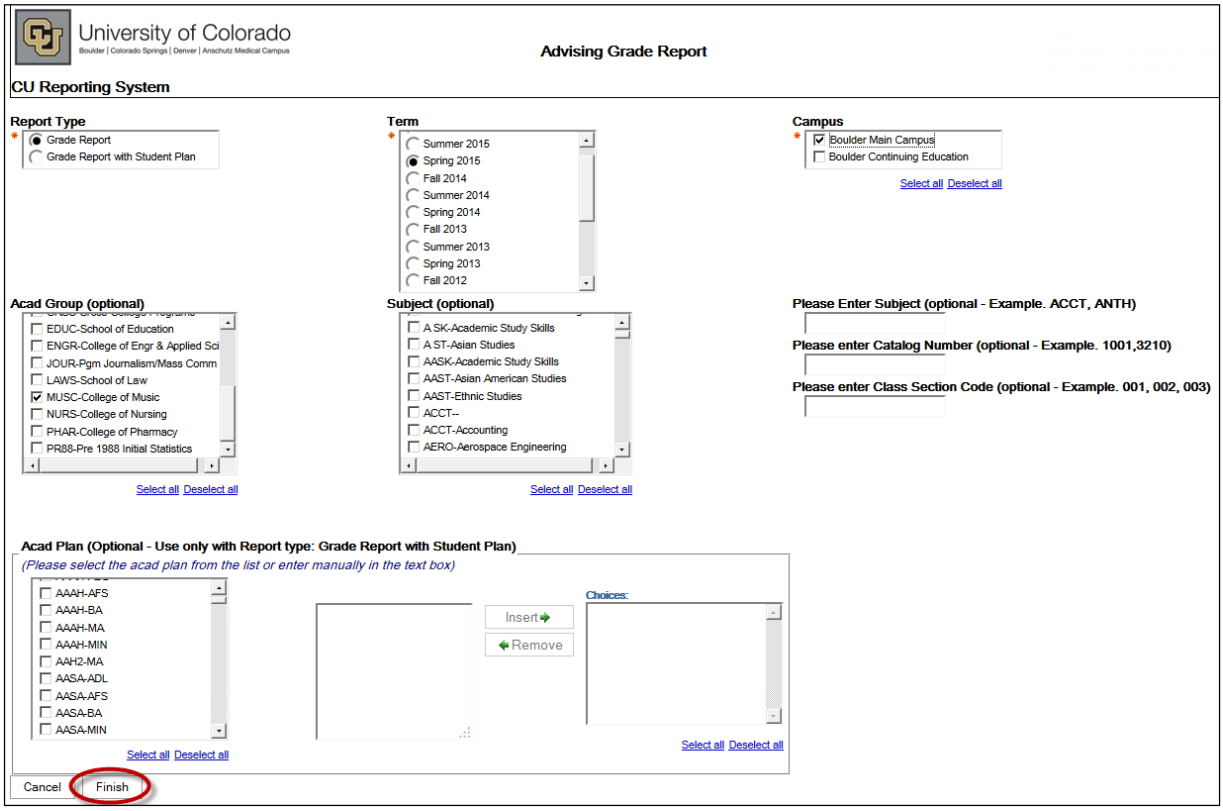
8. The most efficient way to run a report is to click the blue "play" button under **Actions**.



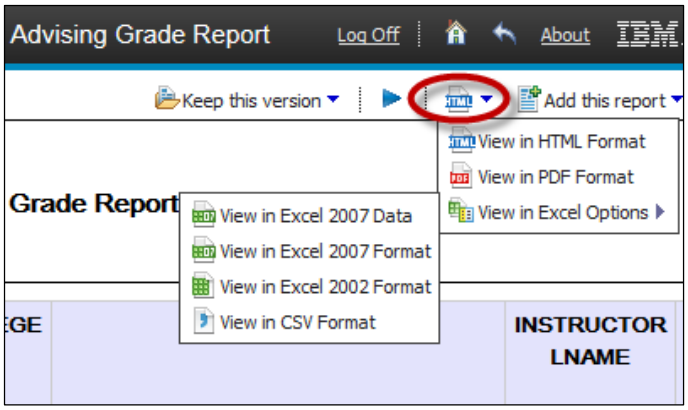
9. Choose the format and any other options, and click the **Run** button.



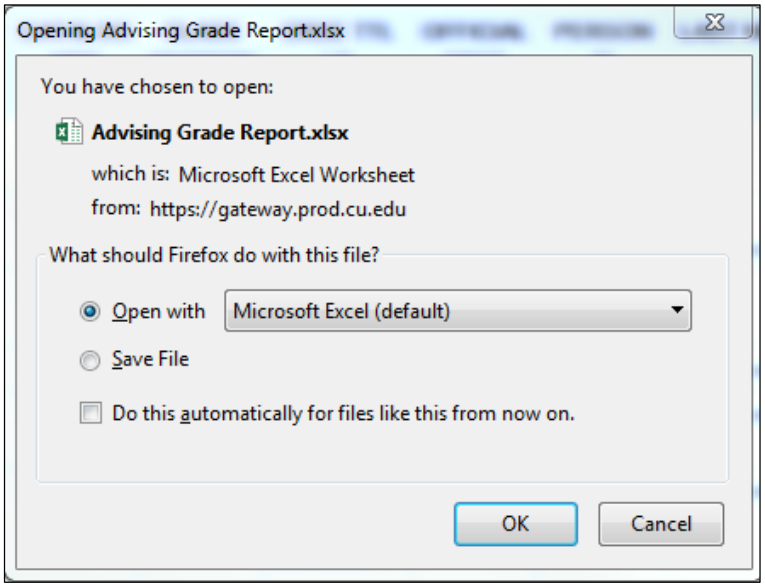
10. Select any necessary criteria and click the **Finish** button.



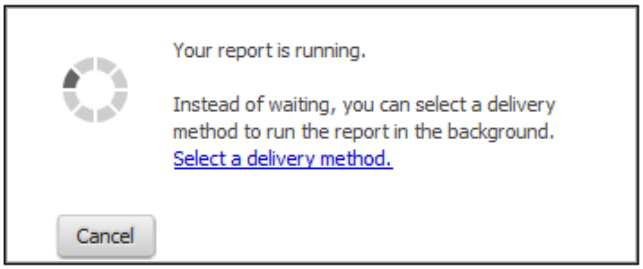
11. Select the format you would like the report to display as.



12. A popup window will ask you what you want to do with the file. Choose between **Open with [choose the program]** or **Save File**.



13. While the report is running, a message will recommend selecting a delivery method to let the report run in the background.



14. If you need to email your report, you must password protect the document (see Student Data Use at the University).