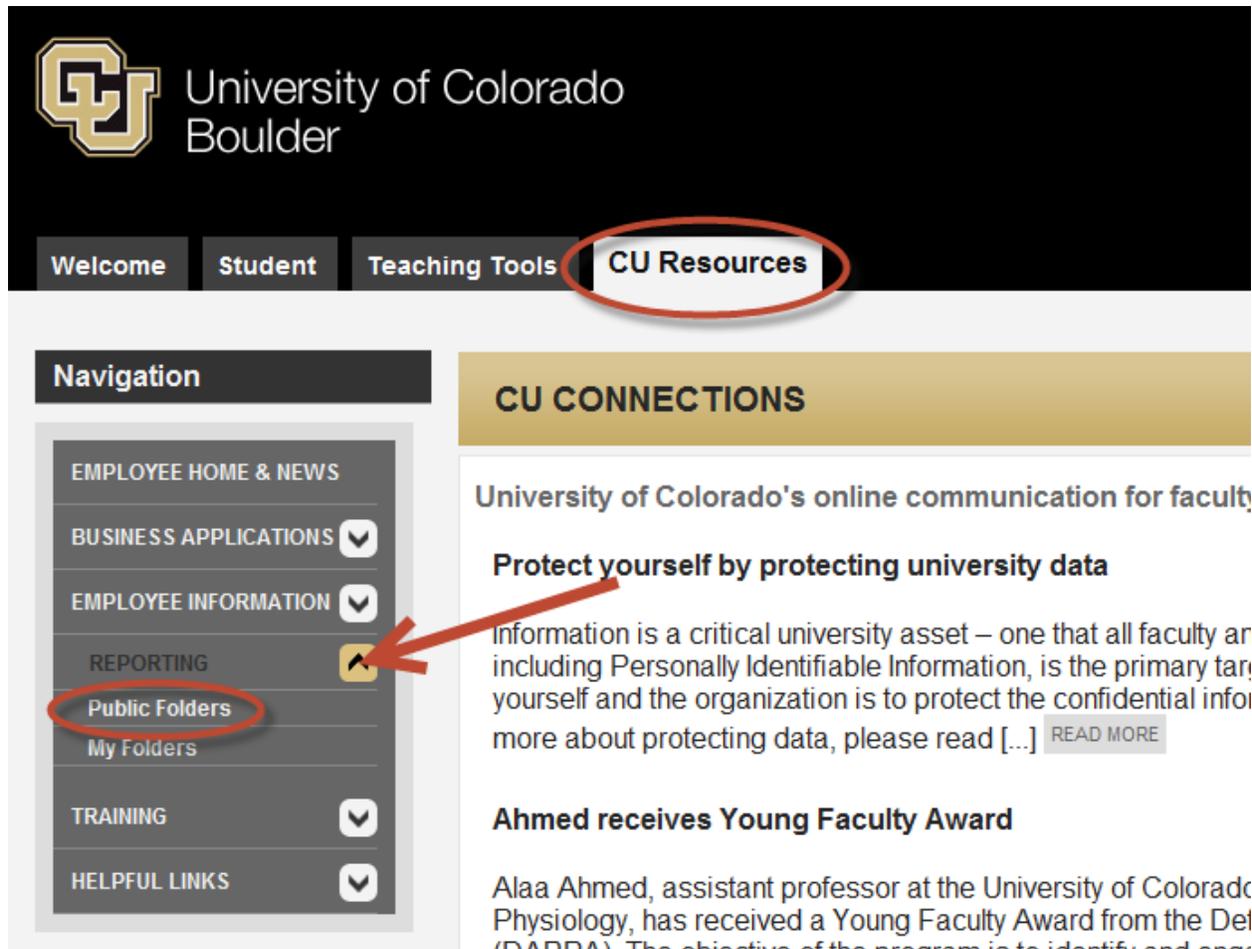


ACCESSING THE CU REPORTING SYSTEM (COGNOS) THROUGH myCUinfo PORTAL

1. Login to the myCUinfo portal (<https://mycuinfo.colorado.edu>) using your campus identikey and password.
2. Go to the “Cu Resources” tab, open the “Reporting” header, and click the “Public Folders” link.

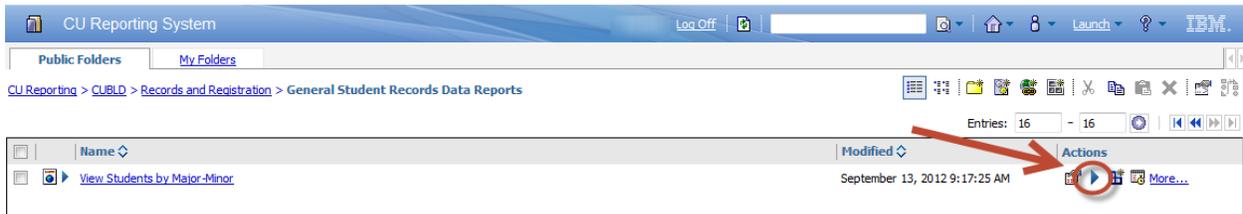


The screenshot displays the myCUinfo portal interface. At the top, the University of Colorado Boulder logo is visible. Below the logo is a navigation bar with tabs: "Welcome", "Student", "Teaching Tools", and "CU Resources". The "CU Resources" tab is highlighted with a red circle. Below the navigation bar is a "Navigation" sidebar with a list of menu items: "EMPLOYEE HOME & NEWS", "BUSINESS APPLICATIONS", "EMPLOYEE INFORMATION", "REPORTING", "Public Folders", "My Folders", "TRAINING", and "HELPFUL LINKS". The "Public Folders" item is circled in red, and a red arrow points to it from the "REPORTING" header. To the right of the sidebar is the "CU CONNECTIONS" section, which contains a header "University of Colorado's online communication for faculty" and a main article titled "Protect yourself by protecting university data". The article text states: "Information is a critical university asset – one that all faculty and staff, including Personally Identifiable Information, is the primary target. It is the responsibility of each individual and the organization is to protect the confidential information. For more about protecting data, please read [...] READ MORE". Below the article is another section titled "Ahmed receives Young Faculty Award" with a brief description of the award recipient.

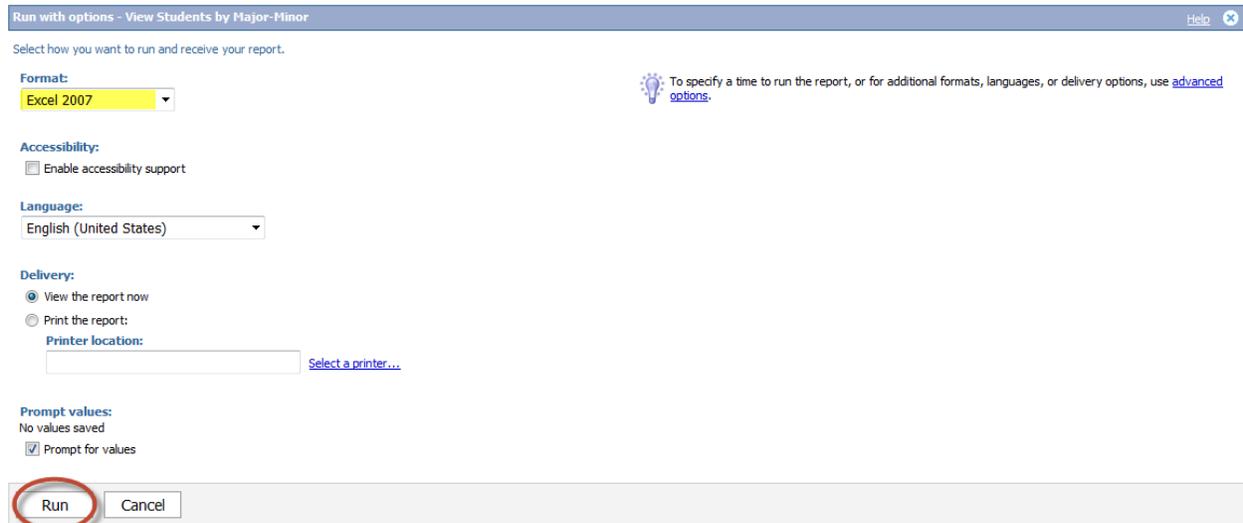
- Navigate to: [CU Reporting > CUBLD > Records and Registration > General Student Records Data Reports](#) where you'll see a list similar to screen shot under #4. (If you do not see these queries and work in an academic unit as a staff member, please send an access request to ISISAccess@colorado.edu.) Note report folders may have multiple pages. Use the arrow buttons at the top right of the page to scroll.



- The most efficient way to run a report is to click the blue “play” button, which will allow you to choose the format in which you'll receive your report (HTML, PDF, Excel).



- Choose the format (and other options, depending on report) and click “Run”.



6. Select necessary fields (this example requires term selection) and click “Next”. (Depending on report, you may have several pages of selections. Make your selections based on how refined the outcome of the report should be. Continue navigating through the selections until your criteria are selected.) Click “Finish” when ready to run report.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Registrar's Reporting System
Students by Major-Minor

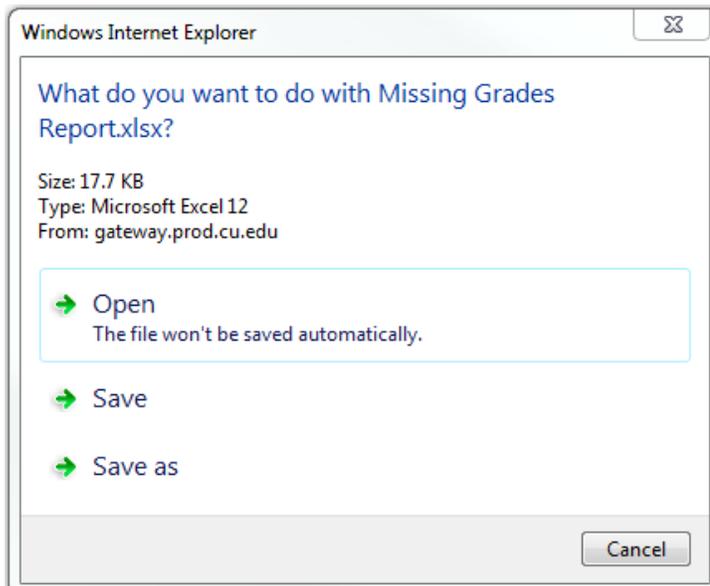
Reporting System

Please Select a Term:
* 2127 - 2012 Fall

Please Select an Advisor from the List, or Enter One:
Advisor

Cancel < Back **Next >** Finish

7. User will get a popup asking how you want to proceed. Make your selection and allow the system to download the report.



8. As expected, the report loads in Excel format allowing user to sort, cut, paste, and save to department's private drive. **If emailing report, ensure document is password-protected to comply with our FERPA practices.**

Reporting System													
ID	FERPA	Last Name	First Name	Middle Name	Preferred First Name	Email Address	Preferred Phone	Term Hours	Academic Level	CU Cum GPA	Academic Program	Program Status	Academi
9								12	Junior	2.94	JOURU	AC	BC
10								16	Sophomore	3.20	JOURU	AC	JA
11								15	Junior	3.38	JOURU	AC	JN
12								15	Senior	3.69	JOURU	AC	NS
13								15	Sophomore	3.58	JOURU	AC	JN
14								15	Junior	2.98	JOURU	AC	AD
15								0	Junior	3.19	JOURU	AC	JB
16								0	Sophomore	2.92	JOURU	AC	JN
17								15	Junior	3.60	JOURU	AC	JA
18								12	Junior	2.33	JOURU	AC	JA
19								15	Junior	2.73	JOURU	AC	JN
20								13	Sophomore	2.60	JOURU	AC	JB
21								0	Sophomore	3.22	JOURU	AC	JA
22								17	Junior	2.85	JOURU	AC	JN
23								13	Junior	3.40	JOURU	AC	BC
24								12	Sophomore	2.75	JOURU	AC	JA
25								10	Sophomore	2.97	JOURU	AC	BC
26								15	Sophomore	4.00	JOURU	AC	JB
27								15	Junior	2.74	JOURU	AC	JB
28								15	Sophomore	3.10	JOURU	AC	JA
29								15	Junior	3.34	JOURU	AC	JA
30								15	Junior	3.44	JOURU	AC	JA
31								12	Junior	2.99	JOURU	AC	BC
32								16	Junior	3.40	JOURU	AC	JM
33								15	Junior	2.71	JOURU	AC	AD
34								12	Sophomore	2.92	JOURU	AC	AD
35								12	Sophomore	2.77	JOURU	AC	BC
36								15	Junior	3.89	JOURU	AC	AD
37								16	Sophomore	2.86	JOURU	AC	JN
38								16	Sophomore	3.40	JOURU	AC	JA
39								15	Sophomore	3.19	JOURU	AC	JB
40								12	Junior	3.21	JOURU	AC	MD
41								17	Sophomore	2.87	JOURU	AC	JA
42								15	Senior	3.47	JOURU	AC	BC
43								12	Senior	3.08	JOURU	AC	AD
44								12	Senior	3.56	JOURU	AC	NS
45								15	Junior	3.13	JOURU	AC	JN
46								15	Sophomore	3.34	JOURU	AC	JA

Additional examples are available through the UPK links at the <https://metamorphosis.cu.edu> site under the Resources tab in Online Training.



Resources

MetamorphoSIS Project About the project News & Updates Timeline & Strategy **Resources**

View All Site Content

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

MetamorphoSIS Project > Resources

Project resources including training materials, forms, and other information.

Accessing ISIS

ISIS Production Environment:

To access the **Production environment**, click [here](#) or enter the following URL:

<https://isis-cs.prod.cu.edu/FedAuthLogin.html>

Training Environment:

To access the **ISIS training environment**, click [here](#) or enter the following URL:

<https://cstrain.cusys.edu/cstrain/signon.html>

Online Training

ISIS UPKs:

You can access the ISIS UPKs online at:
<http://upk.cusys.edu/onlineresources/toc.html>

To learn more about UPK and how to use it, read our [UPK Guide](#).

Introduction to ISIS:

This on-line course serves as an introduction to the basic functionality and concepts, such as login, navigation, menu items and shortcuts, shared by all ISIS Campus Solutions modules.



Once in the UPKs, navigate to [Enterprise Query for Campus Solutions 9.0 > Cognos Business Intelligence > Basic Report Consumer Information](#) and choose the lesson(s) desired.

