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
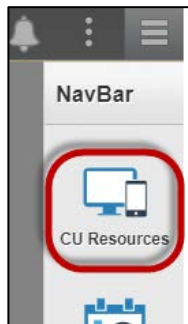reghelp@colorado.edu

Accessing the CU Reporting System (Cognos) through MyCUInfo

1. Log in to MyCUInfo.

2. If you have multiple tabs, click on **CU Resources**.

3. In the main navigation menu (upper right), click the menu icon (NavBar).
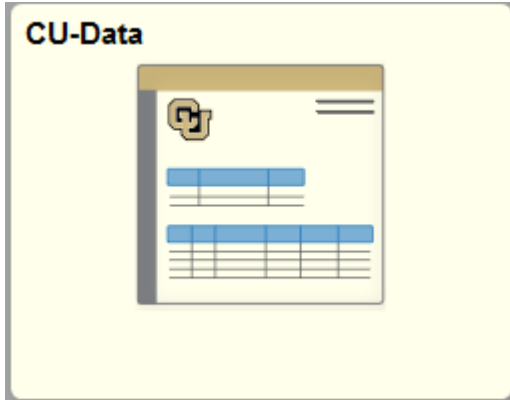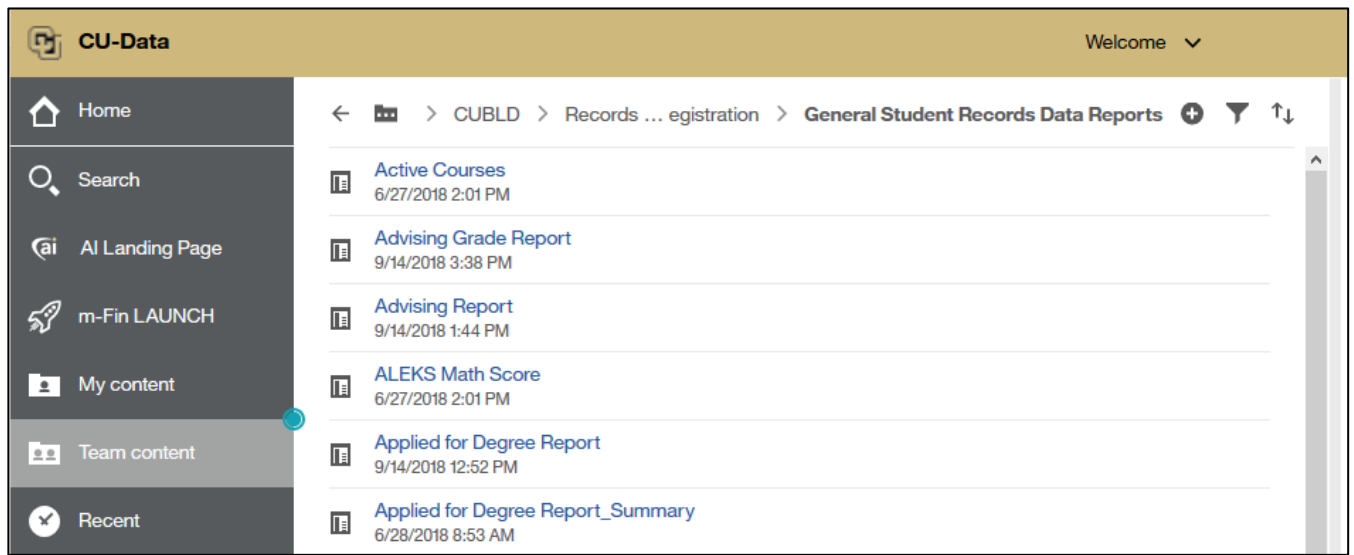

4. Click **CU Resources**.


5. Click **Reporting and Compliance**.

6. Click the **CU-Data** tile. If prompted, log in using your CU IdentiKey and password.

7. Go to **Team Content > CUBLD > Records and Registration > General Student Records Data Reports**.

If you are running a department specific report, go to **Team Content > CUBLD > Records and Registration > Department Specific Reports** to find your department-specific reporting folder.
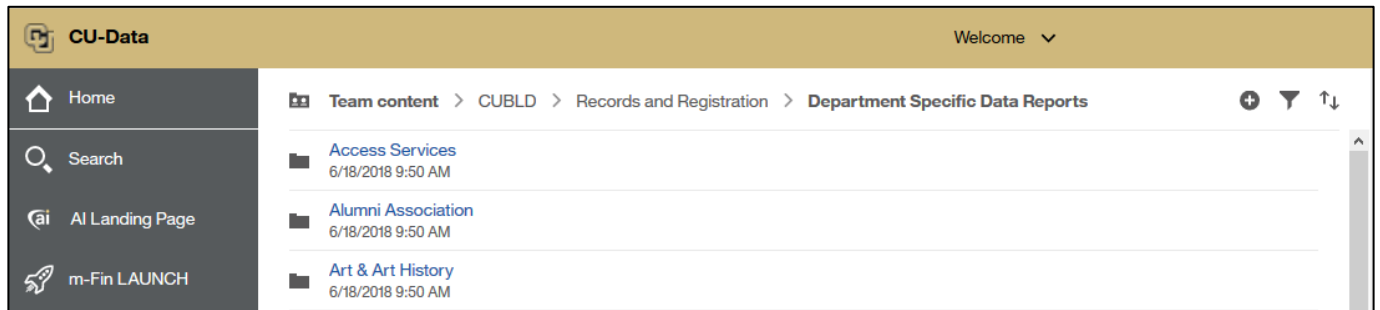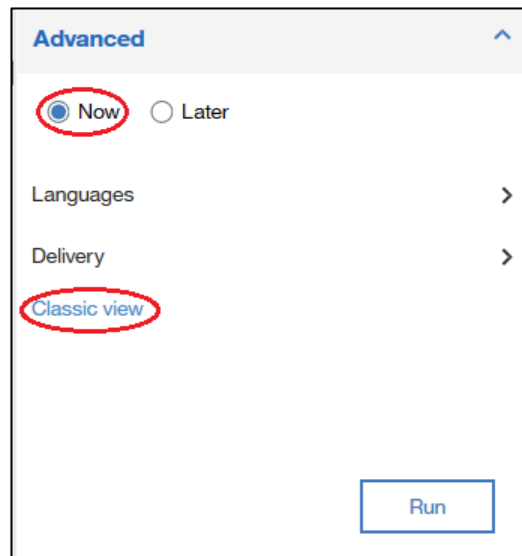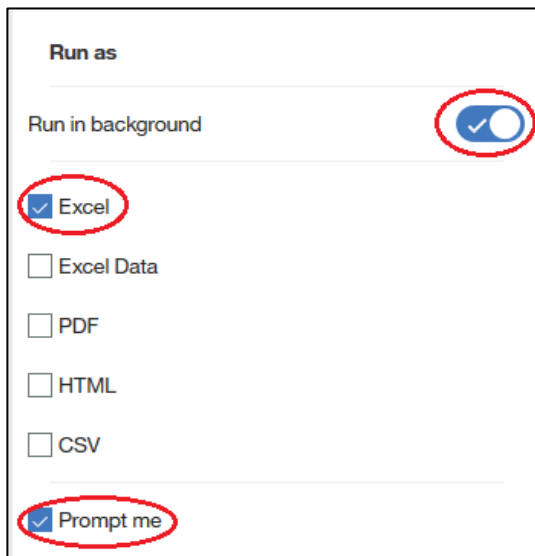

If the report or report folder you are looking for does not appear at first, scroll down and the information will refresh as you scroll down.
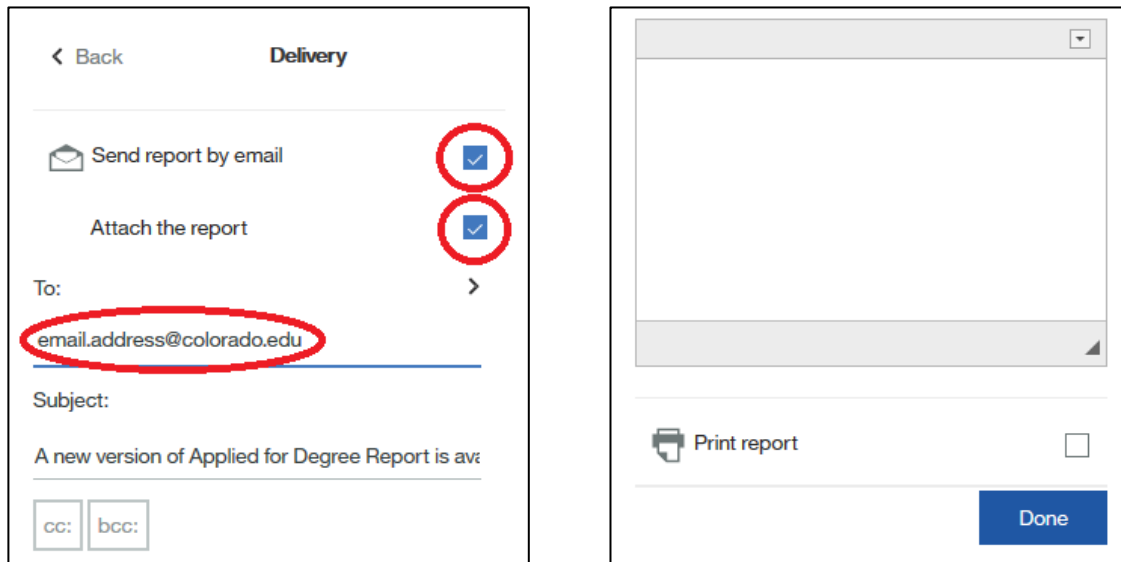
8. The most efficient way to run a report is to right-click the report name and select **Run As**.
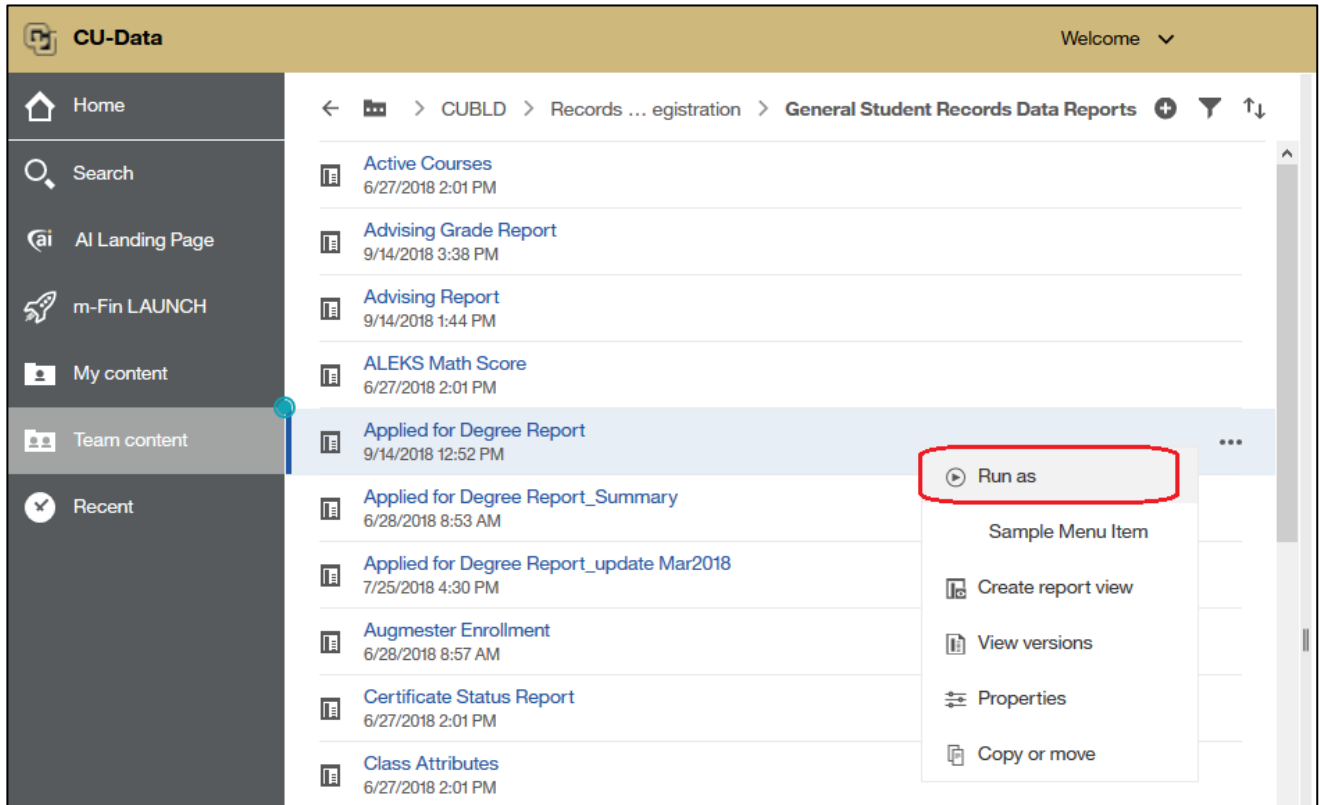
9. Click **Run in background**, then click **Advanced** and set up your options as shown below.

10. Click **Delivery** and set up the delivery screen options as shown below.

11. When complete, click **Done**.

12. Select any necessary criteria, then click **Finish**.

- Prompts with orange asterisks are required. The other prompts are optional.

- If you want all values in a given prompt, do not select *anything*; all values are included by default. Only check boxes if you want to refine the results.
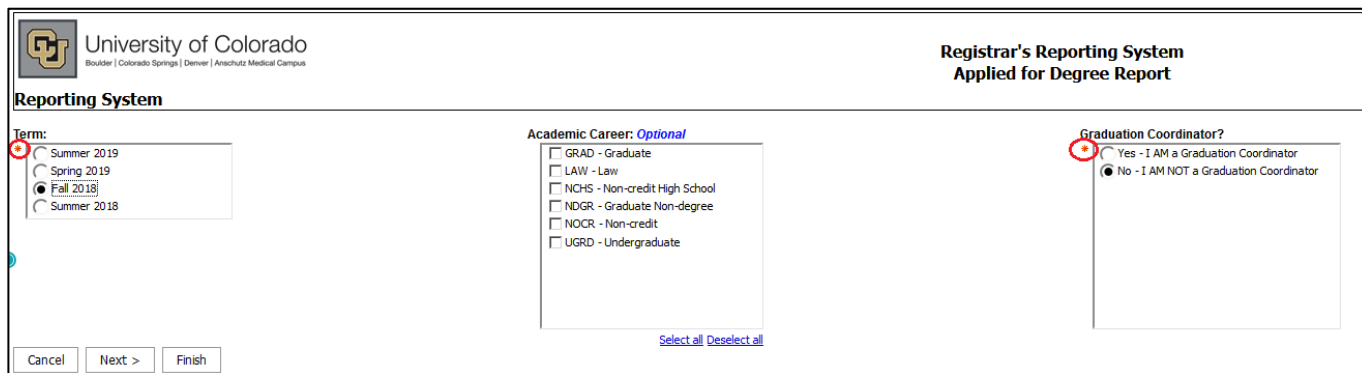
13. If you need to email your report, use the CU Large File Transfer system (see also Sending Student Data Electronically).