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Access Cognos Connection

1. Cognos reports are web-based and run from a site called Cognos Connection. To access Cognos Connection, click on "Enterprise Cognos" on your R'Space page.
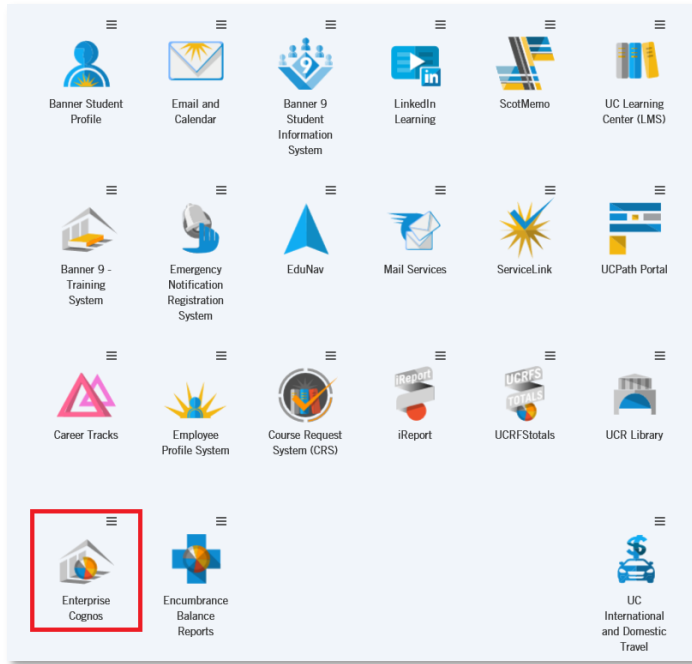
2. The above link may take you to a login screen:

3. Your User ID and Password will be the same as your UCR Net ID and Password.
4. You will then come to a screen like below. Click on "Team Content" to go to the next screen.
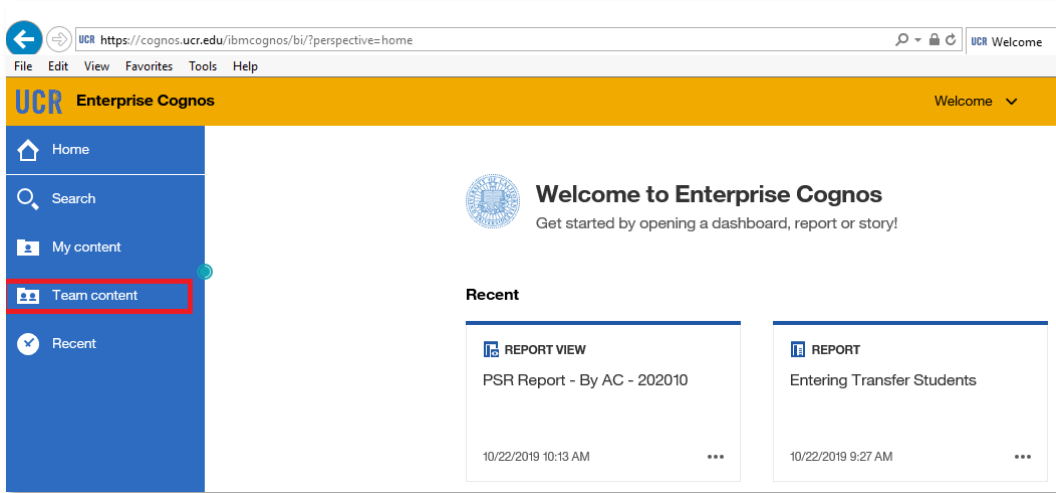

5. Various folders will be displayed, dependent on your department and permissions. Clicking on a folder name opens the folder and displays reports that can be run. Folders can be more than one level deep.
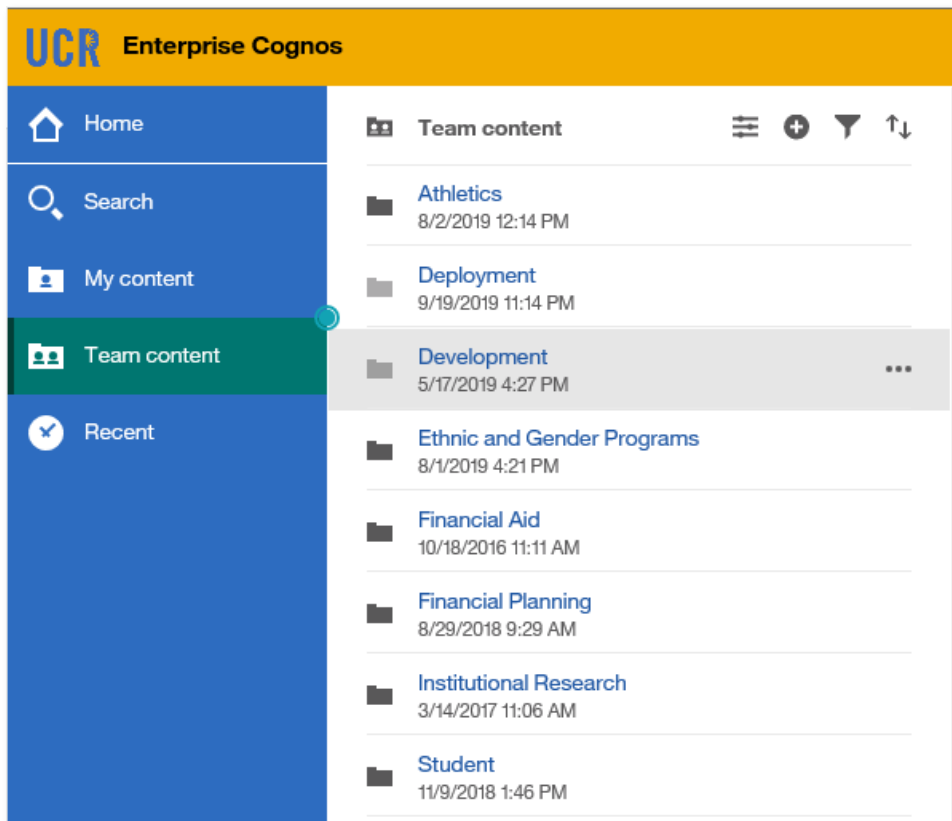
Run a Report

Once you have negotiated to the report to be run, clicking on the report name will run the report. In the case below, the Financial Aid folder and the underlying Financial Aid – Secure folder have been chosen. In this shot, there are four reports within this folder that can be run. There is a breadcrumb feature (green arrow) that keeps track of the folder(s) you are in. The breadcrumb line itself can be clicked on to move between the folders.
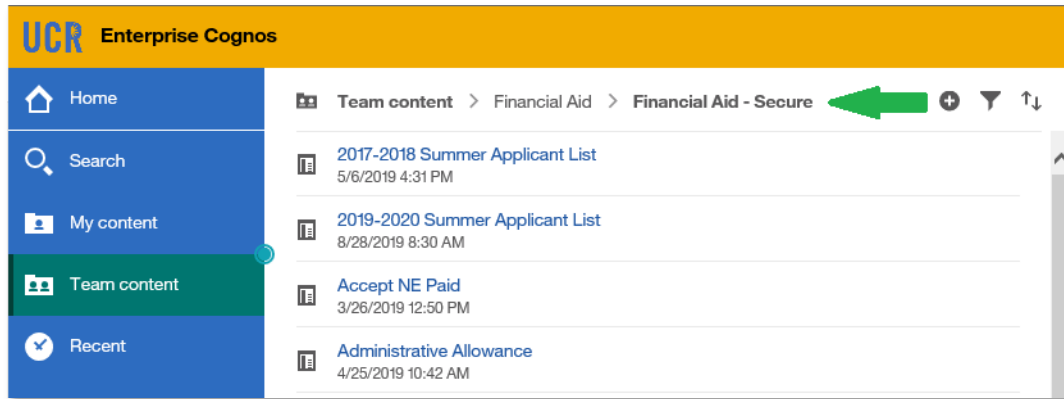
Most reports will prompt you for input. In the case below, there is only one prompt; the Academic Period. Some reports will have no prompts, and others may have more than one.
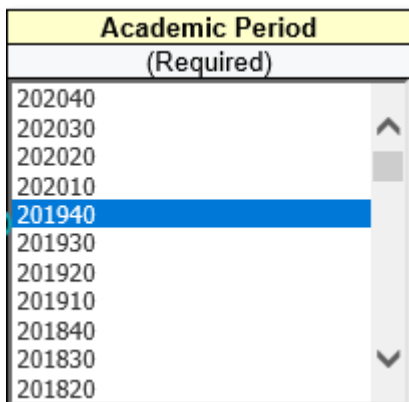

It is mandatory that some prompts be chosen for the report to run. They will say "(Required)" like above. Others will say "(Optional)" and a choice is not necessary. After all prompts are satisfied, clicking on the Finish button like below will begin report execution.
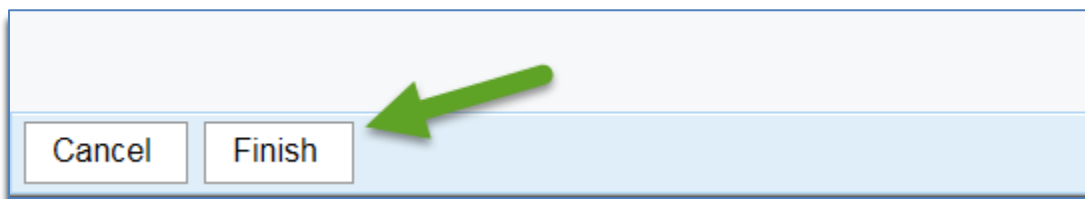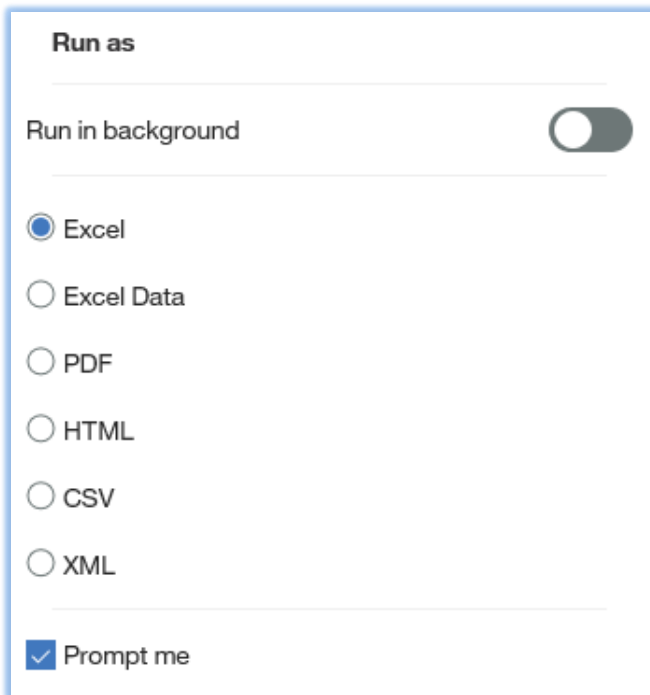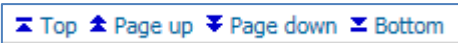
Choose Report Output

Each report will have a default format when it runs, like Excel, PDF, CSV or HTML. Most reports default to Excel. This default format can be changed when running the report.

1. To the right of each report will be some ellipses (in red box below) which can be clicked on to show more options. Click on these ellipses and then "Run as".
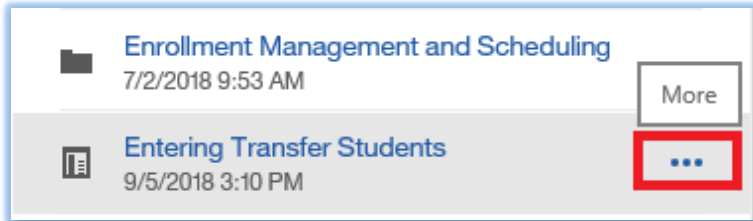
2. Clicking these ellipses instead of the report name presents the screen below. You can choose your format and then click on the Run button to run the report.

Notes- When run in HTML, reports will show on screen with the option to page up and down using buttons like these. . Larger Excel reports will automatically write to additional tabs for each 64,000 records in the report.

Please be Aware! Once you close your report you come back to what appears to be a blank screen. A new tab was created for the report you ran and needs to be closed to get back to the original welcome screen. To close this tab, click the drop down caret at the center of your screen (1) and then close the unneeded screen (2).