Logging into Cognos Connection
Cognos Connection is the portal for managing reports. Cognos Connection allows you to run, schedule, and view reports.

1. Open a browser session.

3. Type your NMSU Username and NMSU Password.
4. Click OK.
The Cognos Connection Welcome page displays.
5. Click the **Cognos Connection** link. The **Public Folders** displays.

6. Click the **All Reports** link.
Run an Existing Report

To view a report using the most recent data or report design, you can run the report by clicking the report name in the portal.

The following steps you through the process of running an existing report.

1. Select the valid **Folder** or **Package**, this step may be repeated depending on the report location and the directory structure

2. Select the report by clicking on the **Report Name**.
   You can view the path you have taken by reviewing the breadcrumbs that mark each selection you have made.

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For additional questions, please contact Student Information Management at onestop@nmsu.edu or 646-7383.
Run an Existing Report with Options

Running a report with options allows you to specify a format, schedule the report, and distribute the report.

The following steps you through the process of running an existing report with options.

1. Click the Run with Options icon on the actions toolbar to the right of the report you want to run.

2. Select the following that apply:
   a. Format
   b. Language
   c. Delivery
   d. Prompt Values

3. Select Advanced options and select the following that apply:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Time</td>
<td>Indicates if the report is to run now or for a scheduled later date.</td>
</tr>
<tr>
<td>Delivery</td>
<td>Allows you to view, save, print, or e-mail the report.</td>
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<tr>
<td>Formats</td>
<td>Provides a choice for the format a report is ran.</td>
</tr>
<tr>
<td>Prompt Values</td>
<td>Allows you to define the values displayed of the predefined filter each time the report is run.</td>
</tr>
</tbody>
</table>

You will only be prompted for values only if the report specifications include prompts.

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4. Click Run.

*If you selected the Prompt for values checkbox, you will now be prompted with the criteria for the filter.*