



### What is Cognos?

Cognos is a business intelligence (BI) tool which provides a way to access and organize data from many separate systems into one convenient space. It allows you to quickly query, report, analyze or dashboard key information used in your daily operations. This guide assists with accessing Cognos reports from a computer or mobile device.

### Accessing Cognos from a Computer

- In a web browser, go to:  
<https://isbusint2.rhs.msu.edu/ibmcognos>  
*Note:* you can also go to:  
<http://is.rhs.msu.edu/cognos> then click **Production**.
- Log on using your RHS computer login and password.
- Uncheck the box to **Show this page in the future**, at the bottom of the screen, then click the **My home** icon.
- Click the **Public Folders** tab at the top of the screen then click on your department's folder (e.g. REHS).
- Click a report to view its contents.
- Click the home icon or back button to access additional reports.
- When finished, click **Log Off** at the top of the screen.

**Log on**  
Please type your credentials for

Namespace:  
RHSAD

User ID:

Password:

OK Cancel

**My Content**

- My home
- IBM Cognos content
- My Data Sets
- Show this page in the future

**IBM Cognos Connection**

Public Folders My Folders

**Public Folders**

	Name
<input type="checkbox"/>	MSUEDW
<input type="checkbox"/>	VPAE
<input type="checkbox"/>	CS
<input checked="" type="checkbox"/>	REHS
<input type="checkbox"/>	IS
<input type="checkbox"/>	SHG
<input type="checkbox"/>	RHS OPEN REPORTS

	Name
<input type="checkbox"/>	HouseCount
<input type="checkbox"/>	HouseCount by Building
<input type="checkbox"/>	Sign up 2015
<input type="checkbox"/>	Spartans Returning To System



**Accessing COGNOS on a Mobile Device**

- Go to the app store on your mobile device and download **IBM Cognos Mobile**.
- Accept the IBM License Agreement.
- Click the blue plus icon in the lower left of the screen.
- Enter the universal resource locator or "URL":  
isbusint2.rhs.msu.edu/ibmcognos
- Log on using your RHS computer login and password.
- Automatically, you are taken to **My Reports**.
- Press the gray plus sign at the top of the screen and tap **Public Folders**. Then select your department's folder (e.g. REHS).
- Tap a report to view its contents.
- Return to the **My Reports** area by tapping the double arrow icon.
- Use the plus icon to add additional reports.
- When you're finished viewing reports, tap the icon at the bottom, left of the screen then tap **Log Out**.

