

Internet browser settings for Cognos and I*Reports

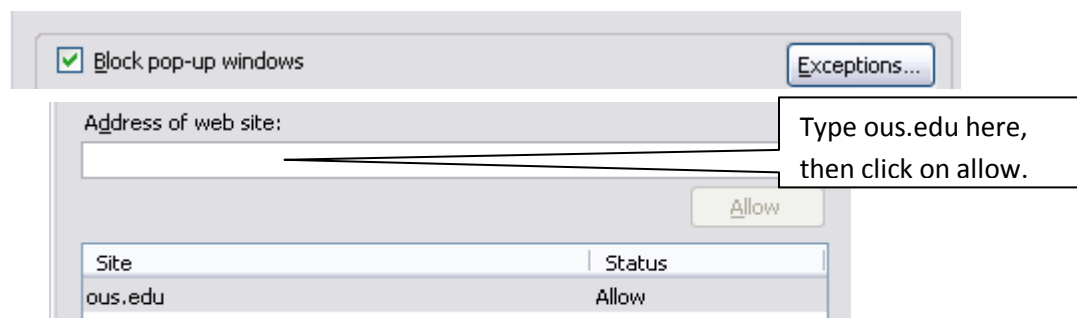
PCs

The supported browser for PCs is Internet Explorer (IE). Verify that the following settings are in place. **If you need to make changes, first close all extra IE browser windows and** be sure to save your changes.

- 1) Tools, Internet Options
 - a. General, Tab, Settings (recommended)
 - i. Enable Tabbed Browsing
 - ii. Always switch to new tabs when they are created
 - iii. When a new tab is opened, open: The new tab page
 - iv. When a pop-up is encountered: Always open pop-ups in a new tab
 - b. Security, click on Trusted sites and make the following changes
 - i. Sites:
 1. Uncheck "Require server verification...)
 2. add ous.edu, then close.
 - ii. Security level **for this zone**: Custom Level (changes to Medium defaults)...
 1. Downloads – All three options should be enabled
 2. Miscellaneous – Use Pop-Up Blocker (Disable)
 3. Scripting – Allow Programmatic clipboard access (Enable)
 4. Scripting, Enable XSS filter (Disable)
- 2) Save changes, then close and re-open browser.

Macs

- 1) Firefox is the browser that most Mac users have been using for I*Reports. There are two types of **preferences** that need to be checked and/or changed.
 - a. Tab Settings: the default "tab" settings already work well for I*Reports and generally do not need to be changed. Though not required, opening new windows and pop-ups in new tabs is strongly recommended.
 - b. Security: Pop-up Windows should be blocked, BUT an Exception for ous.edu should be made.



- 2) Save changes, then close and re-open browser.

Logging In

Link to Cognos: <https://cognos.ous.edu/ibmcognos/>

1. Link is also available in MySOU in Faculty/Staff Page:
 - a. Cognos Business Intelligence – HOME
2. Select **SOULDAP** Namespace from the dropdown menu
3. Log in with your network name and password.