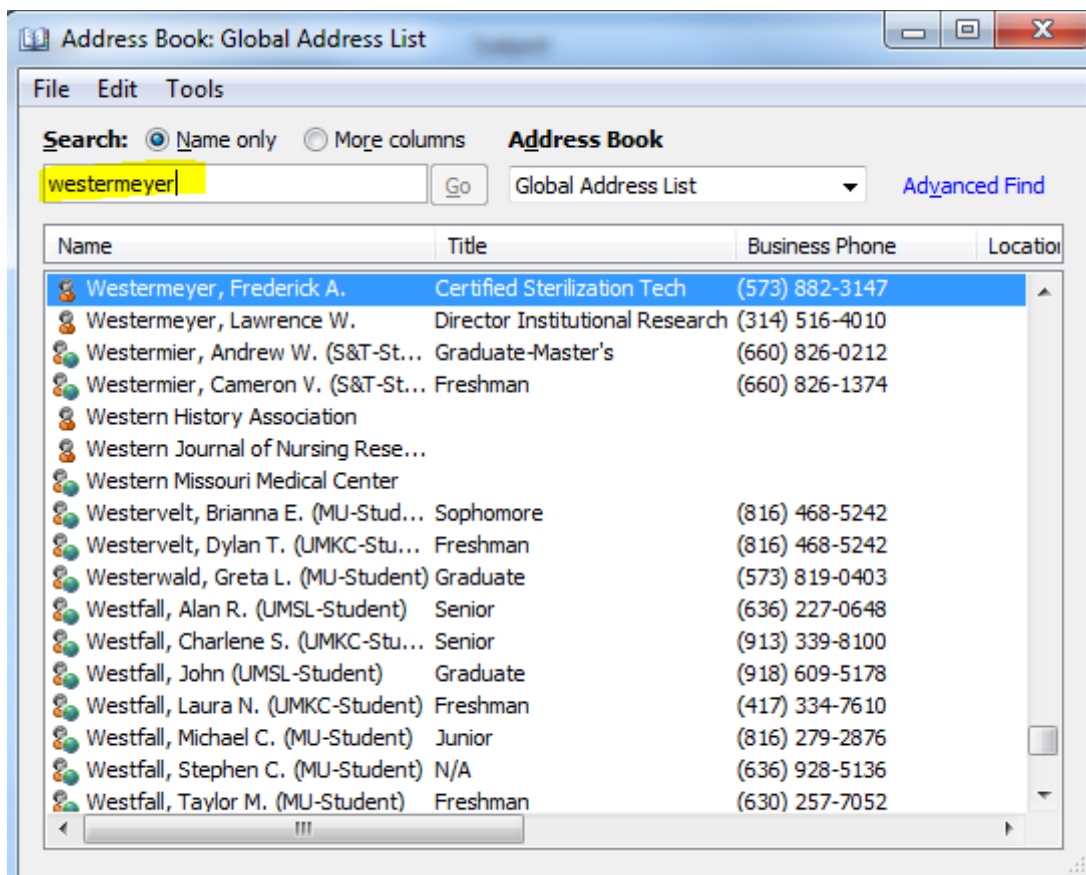**Verify Cognos Access**

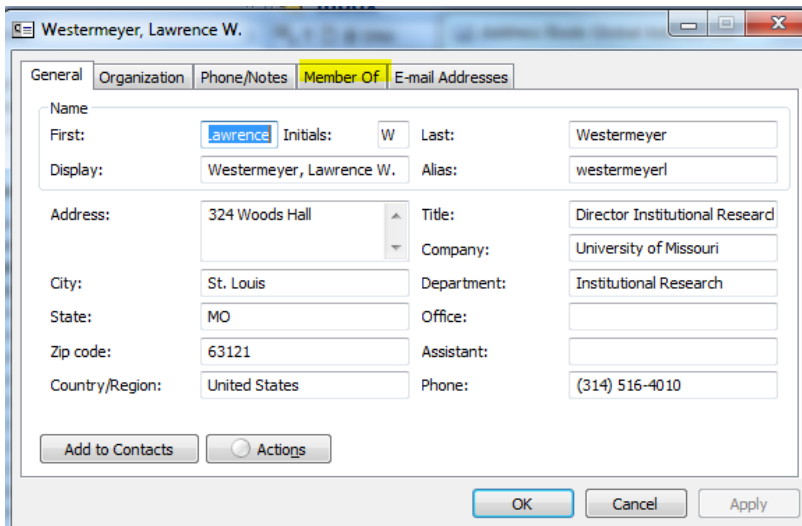Here are step-by-step instructions with examples on how to verify your access.

1. Open the Outlook desktop client.

2. Click on the Address Book icon (highlighted below) or use the keyboard combination Ctrl+Shift+B.

3. Type in your last name in the search box:

4. Right click on your name and choose Properties.
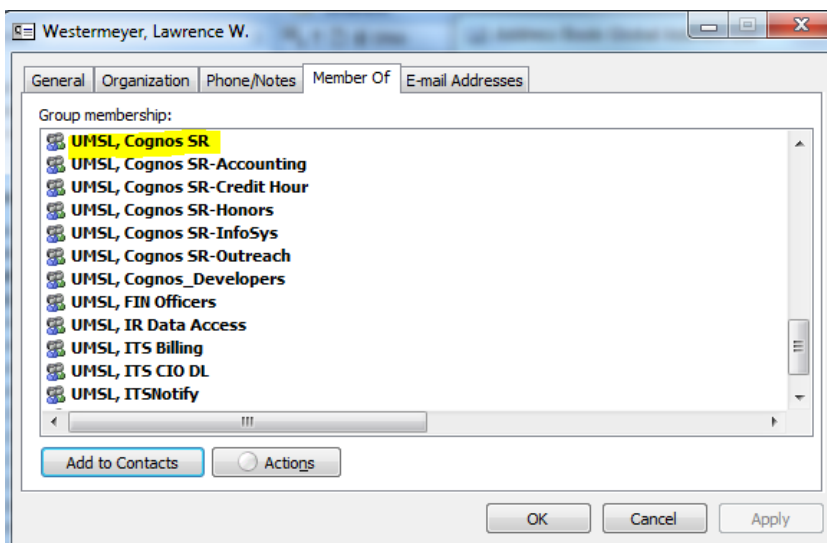
5. Then click on the Member Of tab.

6. Scroll down the list to look for either "UMSL, Cognos SR" or "UMSL, Cognos SR (FERPA)". If you see one of these entries, you have access.
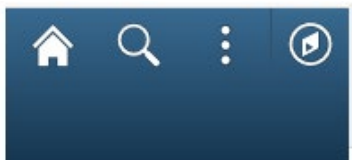
7. If you do NOT see one of these, you need to complete the required FERPA training by signing in to myHR (https://myhr.umsystem.edu) and clicking on the NavBar icon in the top left corner of the landing page:
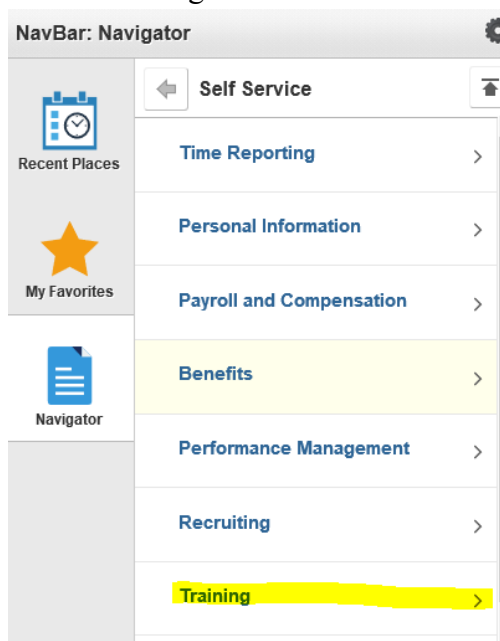

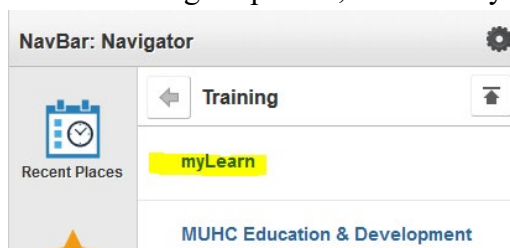8. Click on Navigator from the NavBar selection pane:
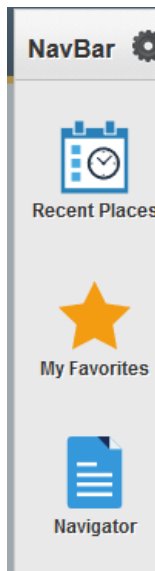
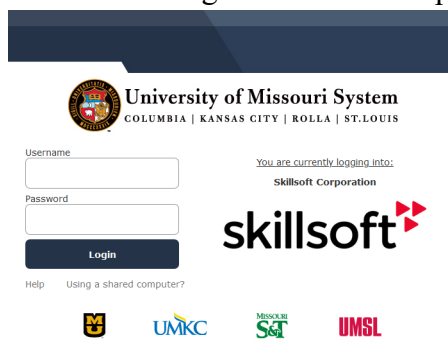9. Select Self Service from the Navigator dropdown:

10. Select Training:

11. In the Training dropdown, click on myLearn:

12. The skillsoft login window will open:

13. Sign in with your SSO ID and password.
14. If you see the FERPA tile shown below, click on it.

15. Otherwise enter ferpa into the search box and click the magnifying glass.

16. Click on

FERPA for Higher Education

Course: 30 Minutes

17. Once you have passed the training, you will be added to the proper security group within 24 hours.