



Cognos Application for User Account

This application is for an employee of an LEA requesting an individual account for access to the Cognos website hosted by the CNY Regional Information Center. ONE application is required for each applicant.

* Last Name: _____ *First Name: _____ MI: _____

* Title/Position: _____ *Email: _____

* District: _____ *Building: _____

Address: _____
Street City/Town State Zip

* Office Phone #: _____ FAX #: _____

* Do you already have a user account at the CNYRIC for access to any of the following?

Cognos _____ Student (SchoolTool, Level 0) _____ Financial (MUNIS, WinCap) system(s)? _____

If any of the above are checked, please provide your District Name and User ID:

Choose the Cognos access desired

* Cognos Analysis Reports? Yes ___ No ___

* Cognos Validation Reports? Yes ___ No ___

* Cognos Labels? Yes **X**

* Cognos Cubes? Yes ___ No ___

CNYRIC Use Only	
If Cubes are selected, use standard Cognos group. If Cubes are not selected, use _RPT Cognos group.	
User ID:	_____
Password:	_____

* If YES to Cubes, choose access level (Check only one below):

District _____ (access to cubes for schools within my District, with summaries by the BOCES and the Region. District level authorization is recommended for new users. Authorizations can be modified.)

BOCES _____ (access to cubes for all schools in my BOCES, with summaries by the BOCES and the Region.)

* Required Information



Statement of Acceptable Use

Please note, by accessing the system and reports of the Cognos website hosted by CNYRIC at OCM BOCES, you are acknowledging that you have read, understood, and will comply with the following statement.

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Cognos system.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

The CNYRIC will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

The Applicant and the Chief Administrator (or Cognos Trusted Agent) must sign this application below.

Signatures below imply agreement with all of the provisions indicated under the Statement of Acceptable Use.

*** Applicant:** _____ **Date:** _____
Signature

*** Chief School Administrator
(or Cognos Trusted Agent):** _____
Print Name

*** Chief School Administrator
(or Cognos Trusted Agent):** _____
Signature

A Cognos website User ID (if new) & Password will be assigned by the CNYRIC once an originally completed and signed application is received.

Completed forms should be faxed to Jeremy Dodds at 315-433-2221 or scanned and emailed to edssupport@cnyric.org.

*** Required Information**