



COGNOS Application for User Account

This application is for an employee of a school district/BOCES 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: _____ * E-mail: _____

* 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 (SIS) _____

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 ____

* 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

As a user of the COGNOS website hosted by the CNYRIC at OCM BOCES, I agree NOT to:

- Share my Level 0 or Upload User ID and Password.
- Violate the proprietary rights and copyrights in data and computer programs.
- Destroy or damage other users' data or programs.
- Obtain unauthorized access to a user account and/or use the website for purposes other than those to which I am permitted.
- Obtain unauthorized access to the use of an account and/or the website for personal or private gain.
- Read or use private files/data without proper authorization.
- Reveal the contents of any database housing personal and confidential information.
- Attempt, without authorization, to modify computer hardware or system software.
- Use the COGNOS website for slanderous, abusive, intimidating, or otherwise offensive messages.
- Use the COGNOS website to transmit unsolicited, non-related messages.
- Use another person's name to send or receive messages.
- Submit content to the COGNOS website that contains improper language.
- Submit content to the COGNOS website that contains information or material that is dangerous or illegal.
- Submit content to the COGNOS website that contains advertising for commercial products and services.

The CNYRIC reserves the right to disable or remove any Level 0 or Upload website account that is found to be in violation of the Acceptable Use Guidelines.

When there is any indication of unauthorized use of the Level 0 or Upload websites, or any other action which interferes with the proper functioning of the system or infringes on the rights of the other users, the OCM BOCES, or other appropriate agency will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

The Applicant and the Chief Administrator (or Designee) 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 Designee):** _____
Print Name

*** Chief School Administrator
(or Designee):** _____
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 Don DeJohn at 315-433-2221

*** Required Information**