



SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

How to Sign On and Run a Cognos Report

Cognos reports can be executed directly from the SCCHE Report Catalog or from within Cognos Connection, the repository for public and internal Cognos reports.

To execute a report from the SCCHE Report Catalog:

- Go to <http://info.che.sc.gov/DataPublications/ExploretheCHEDataWarehouse.aspx>
- Click on the Search the SCCHE Document Catalog Tab.
- Select your report title by entering your Search Criteria and clicking on the Search button.

To execute a report from the SCCHE Cognos Portal:

- From the <http://info.che.sc.gov/reports>, sign on with your user id and password.
- Click on the Report folder and then the folder that contains the report that you want to run.
- Click on the report title or the "Run with Options" icon to run the report.