

Requesting Access to CU-Data (Cognos) Student Data Only

To request access to student data (areas of data: Admissions, Records & Registration, Financial Aid and Student Finance) using CU-Data, please follow the steps below.

Step One:

- Go to the **CU-SIS Access Request Form** located <https://www.cu.edu/uis/cu-data-reporting-system-access>.
- Click on Common Users and then select the CU-SIS Access Request Form.

Step Two:

When completing the form”

- System Access Requested: select “Cognos/CU Data”.
- **Access Justification**
 - o Explain reason(s) for needing this access. Include the folder path of the area(s) you are requesting access.
 - o Request Security Level 3. If you will need race, ethnicity and/or citizenship, request Security Level 4. (see below for all security levels).
 - o Enter folder(s). Folders are where the CU-Data reports are located.

CU Denver|Anschutz> Admissions> General

CU Denver|Anschutz> Admissions > Academic Groups and Departments > [Name of the folder(s)]

CU Denver|Anschutz> Records and Registration> General Student Records

CU Denver|Anschutz> Records and Registration> Academic Groups & Departments > [Name of folder(s)]

The form will automatically be routed to your supervisor and then to the university [Security Coordinator](#) of each area requested. CU-Data is sourced from the student information system CU-SIS.

All Security Levels (<https://www.cu.edu/data-governance/resources-support/data-classification/student-data-use-guidelines>)

For more information on CU-Data, please visit IRM website.

<https://content.cu.edu/irm/CUonly/dwhse/cusis/cusis.html>