**Last Updated**: 01/18/2023

This QRG outlines the steps on how to request a Cognos License for a position.

* Requests are initiated by the employee’s supervisor or business office. An employee cannot make the request for themselves.
* **A position number is needed** when completing the request. Position numbers are included in the employee’s profile or the Position Org Chart under My Company Info. https://performancemanager8.successfactors.com/sf/orgchart
* Student system such as Cognos can be requested here. However, other student system (i.e. **Banner**, **Slate**, etc.) roles are not requested through IDM. Steps on student system role requests are available here: <https://www.purdue.edu/bicc/data/student/access.php>
* The requestor must be on a VPN to connect to the SuccessFactors Employee Launchpad. For help setting up a VPN, contact the Purdue IT Customer Service Center (West Lafayette Campus), Information Services (PNW Campus), or Technology Services (PFW Campus).

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| **Access Role Request via SuccessFactors** |
| From the **OneCampus** portal (<https://one.purdue.edu/>), launch **Employee Launchpad – SuccessFactors**. Log in using Career Account and BoilerKey. |   |
| Under **Organizational Updates** on the SuccessFactors Home screen, click the **Role Requests** tile.Click the **IDM Role Request Form** on the Role Requests pop up screen.  |
| The request is displayed.1. Click **Select** (next to **Position)** to search for employee’s position.

*To find the position number, see 2nd bullet above.*1. Enter position number in the **Find** text entry.

*When searching, use an asterisk (\*) before and after the term to perform a more accurate search.*1. Click **Search**
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| Click to select the desired position and click **Add**. If the position does not highlight, click the gray box to the left. |  |
| Select **Add Role** (or Remove Role, when applicable) from the **Add or Remove** menu under **Additional Requests Details**.If restricting access to the role for a specific period of time, or delaying access to the role, enter **Valid From** and Valid **To** dates. NOTE: The dates will apply to all roles on the request, so if one role should be limited, it should be requested separately. |  |
| A **Reason for Request** should include:* Name of the holder of the Position if applicable.
* Department
* If the position is grouped, note that here
 |  |
| Locate business role by entering all or a portion of the business role display name in the search information in the **Find** text entry field.*When searching, use an asterisk (\*) before and after the term to perform a more accurate search.***Cognos License**: \*PWL Cognos License\***Cognos License with Authoring Capabilities (must request both)**:\*PWL Cognos License\*\*PWL Cognos Author Capability\*Click **Search**. |  |
| 1. Click to select desired role from search results within the **Available table**.
2. Click **Add** to move to **Assigned table**.
3. Click **Submit for Approval**.

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| A message appears confirming the **Child Role Assignment Request** was **Submitted**.  |  |
| **Who to Contact** |
| If you have any questions regarding the Cognos License Request process, please contact bicc@purdue.edu.Visit <https://www.purdue.edu/bicc/tools/cognos/index.php> for more information regarding Cognos |
| **Email Notifications** |
| If approved, the requester receives an email that the selected role has been added to the selected position. |  |
| If denied, the requester receives an email that the selected role was denied  |  |