**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** |  |
| 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**. | |
| 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](mailto: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 |  |