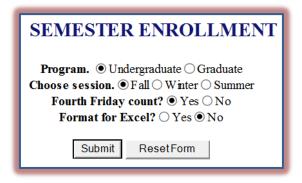This area is used to view reports about different aspects of the University such as historical degree trends, enrollment trends, and head/hour counts. There are security restrictions that restrict access to certain reports or groups of reports.

Employee Tools
✝ Log into **My Siena**.
✝ In the **My Tools** area under **Employee Tools**, click the **Demographics and Reporting** link.
✝ The **Reporting** page will display (see illustration below).

✝ There are four **Categories** of reports available. These are:
  ☆ **Adrian Undergraduate Student Finder** – These reports display a list of students that match the specified criteria. Before the report can be run, you must specify the semester, housing type, and the sort order.
  ☆ **Special Reports** – The reports available in this area are restricted to specific areas of the University.
  ☆ **General Reports** – This area provides reports that don't fit into the other three report categories such as the General Education Assessment Reports.
  ☆ **Institutional Research** – The reports in this category show the historical trends for the University such as degree and enrollment trends.
    ★ These reports require you to specify parameters before the report can be run.
    ★ The parameters that are to be specified are determined by the type of report selected.
    ★ The illustration below provides an example of the type of parameters that you may specify.
    ★ Click the link for the report.
    ★ Once the parameters have been specified, click the **Submit** button.

SEMESTER ENROLLMENT

Program. ⦿ Undergraduate ○ Graduate
Choose session. ⦿ Fall ○ Winter ○ Summer
Fourth Friday count? ⦿ Yes ○ No
Format for Excel? ○ Yes ⦿ No

[Submit]   [Reset Form]

Cognos Reporting

This area provides another way for employees to access reports for different areas of the University. There are security restrictions that restrict access to certain reports or groups of reports.

- ✞ Log into **My Siena**.
- ✞ In the **My Tools** area under **Employee Tools**, click the **Cognos Reporting** link.
- ✞ The **Cognos Login** window will display.
- ✞ Log into **Cognos** using the same My Siena username and password.
- ✞ The **Cognos Reporting** window will display.
- ✞ Click the links for the reports that are to be viewed.
- ✞ Some of the reports may ask you to specify parameters before the report can be run.