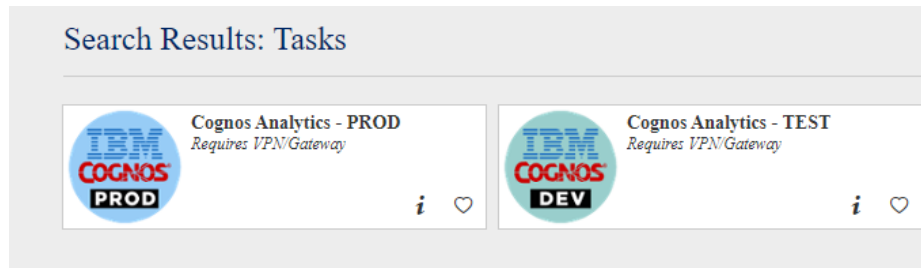


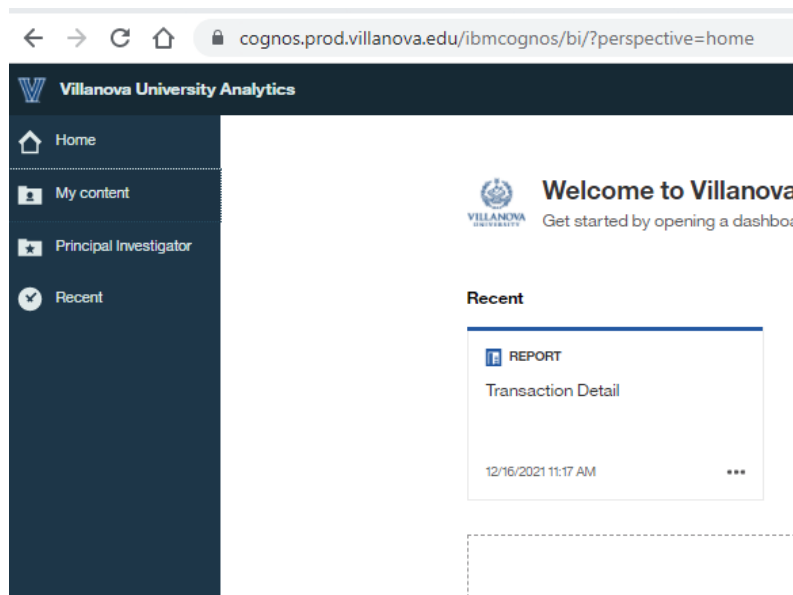
## Guidance for accessing Cognos Grant Transaction Detail Reports:

### When On-Campus:

- Go to a web browser and go to mynova.villanova.edu
- In the myNOVA search bar, type in Cognos and press “enter”
- The following options should appear in the search results:



- Click on the Cognos Analytics - PROD
- A new tab in your web browser will open with the Cognos Login screen
  - Login with your userid and password (VU LDAP credentials ie, jsmith03)
  - Once your login is successful, your Cognos dashboard will display
- Each PI will have a “starred” folder on the left-hand side of the screen labeled “Principal Investigator”:



- Click on the Principal Investigator folder to view your reports

**FOR OFF CAMPUS ACCESS, PLEASE REFER TO UNIT’S DETAILED INSTRUCTIONS for vDESKTOP:**

[https://www1.villanova.edu/villanova/unit/studentservices/vDesktop/Service\\_Specs.html](https://www1.villanova.edu/villanova/unit/studentservices/vDesktop/Service_Specs.html)