

# PDP Training Announcement

*Attention Cognos Users!*

## Cognos: Introduction to Cognos Analytics 11.1 (HSLC web) - **NEW!**

### TRAINING LENGTH

45 minutes

### REGISTRATION

Registration is available via the Statewide Training Automated Registration System/Human Services Learning Center (STARS/HSLC) at

<https://www.hslnys.org/hslc>.

Local district and agency staff should consult their Staff Development Coordinator for registration. State staff should contact their Training Coordinator or supervisor. Training Coordinators should process nominations through STARS/HSLC.

### QUESTIONS?

If you have questions or need additional registration assistance, please contact Catherine Klose by email at [cklose@albany.edu](mailto:cklose@albany.edu) or by phone at 518/442-6604.

### LOOKING FOR COGNOS COMPUTER TRAINING IN STARS/HSLC? SEARCH UNDER...

Class:  
"Cognos Analytics 11.1"

Provider:  
"SUNY Albany - PDP"

Course Content:  
"Systems Microcomputer"

This new, updated course, **Cognos: Introduction to Cognos Analytics 11.1 (HSLC web)**, is now available for staff who use Cognos Analytics 11.1 to run reports. This self-paced, online computer-based training (CBT) provides an overview of the enhanced reporting functionality in Cognos Analytics 11.1, a user-friendly reporting environment available to state and local social services district staff. Using Cognos Analytics, staff with the appropriate permissions are able to access data drawn from state systems such as the OCFS Data Warehouse, the Welfare Reporting and Tracking System (WRTS), and the State Supplement Program (SSP).

The course is aimed at staff who need to use Cognos reports written by others, but may also be helpful to staff tasked with writing custom reports. The course is also suitable for staff who previously took training on an older version of Cognos.

### **Topics include:**

- Navigation in Cognos Analytics and searching for reports
- Working with folders and folder content
- Running and scheduling reports using various output options
- Using existing dashboards—advanced data visualization features that provide interactive snapshots of data
- Obtaining instant help through videos, sample data sets, and links to Quick Reference Cards

### ABOUT CBTs

CBTs are self-directed online courses available 24 x 7. These courses provide tutorials using hands-on simulations and interactive activities in a learning-rich environment. Although the course can be completed in a single session, you can take the course over a number of days. Bookmarking features allow a trainee to "save your place" and identify completed topics upon returning to the CBT. Internet access is required.

### HOW DO I ACCESS THE COURSE?

After registering, trainees can access the course by logging into STARS/HSLC and selecting **My Registration** from the **User** menu in order to launch the course content.