Electronic Signature Report

How to Access and Use

Click on this link or the link provided in the Welcome to Cognos Reporting e-mail you received

https://cognos.otda.state.nyenet/cognos/

After clicking the link you will see the Information Security Warning below. Users must click the I Accept button to proceed further.

Contraction of Children & Family Services	Cognos Reporting
Warning: COGNOS and all data accessed through it are confidential and proprietary to the St authorized purposes. Also, these systems access data maintained by other government groups, ac systems/data or other government data may result in civil liability and /or criminal prosecution. Any deems proper – users have no expectation of privacy. By accessing and using this government con notice shall not be interpreted to compromise the rights of nonuser data subjects.	tate of New York, access is limited to authorized employees and legally designated agents and only for ccess thereto must also be authorized. Unauthorized access to or release of State of New York y use of this system may be accessed, read, copied, and used for any purpose the State of New York mputer system you are consenting to system monitoring for law enforcement and other purposes. This
(I	Accept
Welcome to Cognos	10 Reporting 🤌

This is the first screen you will see after clicking I Accept

New York State IBM Cognos software		Test - Electronic Signature	Log Off
My Content	My Actions		
My home	View my workspaces		
My workspaces			
IBM Cognos content	e taken to the OTDA Reporting Portal Page		
My Inbox			
Show this page in the future			

To access the Electronic Signature Report click on the IBM Cognos content link indicated above and the OTDA Reporting Portal should appear

Following the path indicated on the screen prints below to run the report.

Attachment B

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	User Tools			March 17, 2014 1:04:31 PM	More
	Central SOS			June 4, 2013 10:39:48 AM	More
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	SNAP -			March 17, 2014 4:19:28 PM	More
	Technical Assistance			January 15, 2014 3:21:33 PM	More
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Welcome to OTDA Reporting Click on the report		? _ 🗆
OTDA > Electronic Signature Report ⊡ Name ♦ Description	Modified \$	Actions
Electronic Signature Report (LDSS)	March 17, 2014 4:28:50 PM	🔛 🕨 🔛 🐼 <u>More</u>

This will open a prompt page in which you can enter the CIN ID for the report.

Electronic Signature Report

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Enter CIN ID for Report