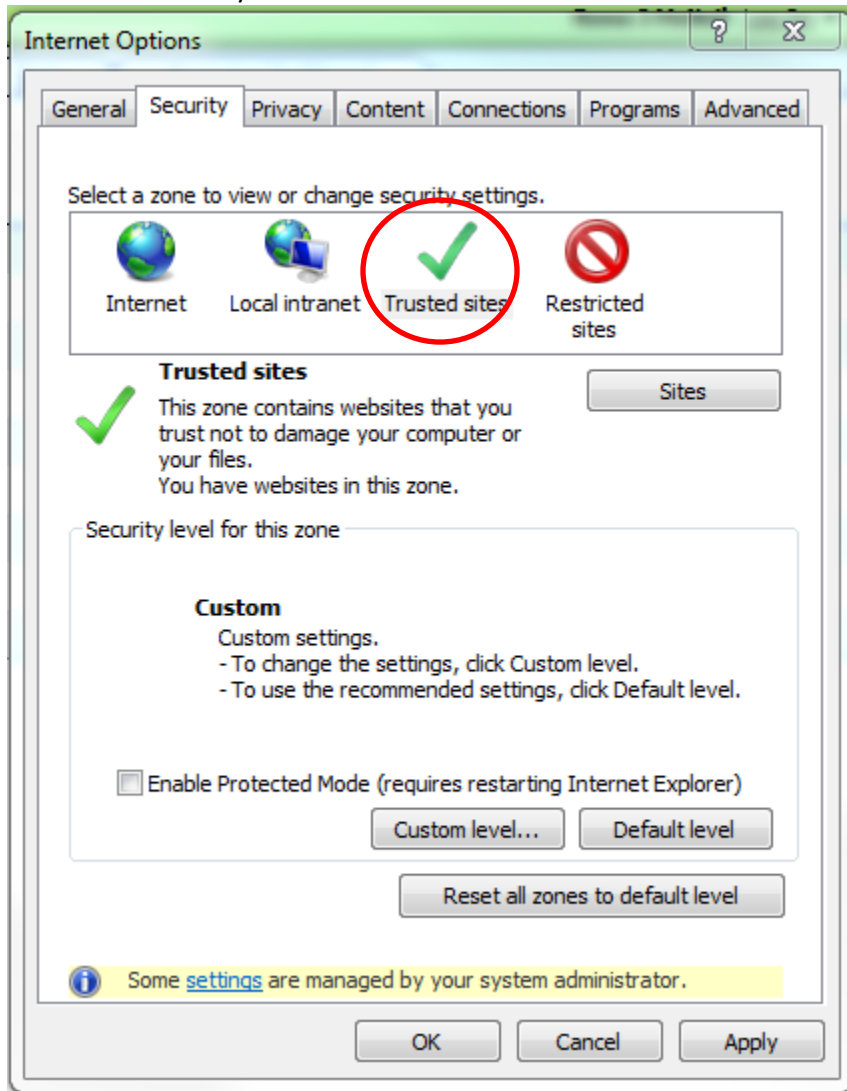


# Accessing Cognos from External Location

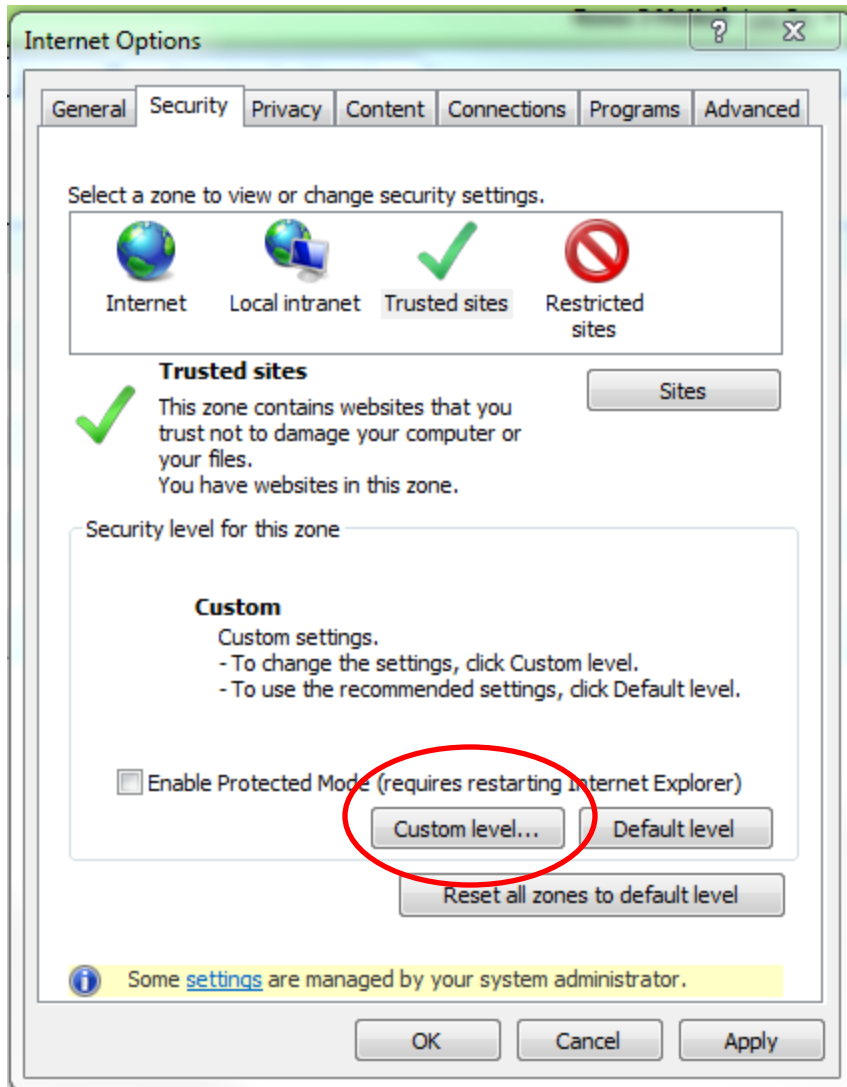
## Internet Explorer

### Step 1: Add Cognos URL to trusted zones and Update Security

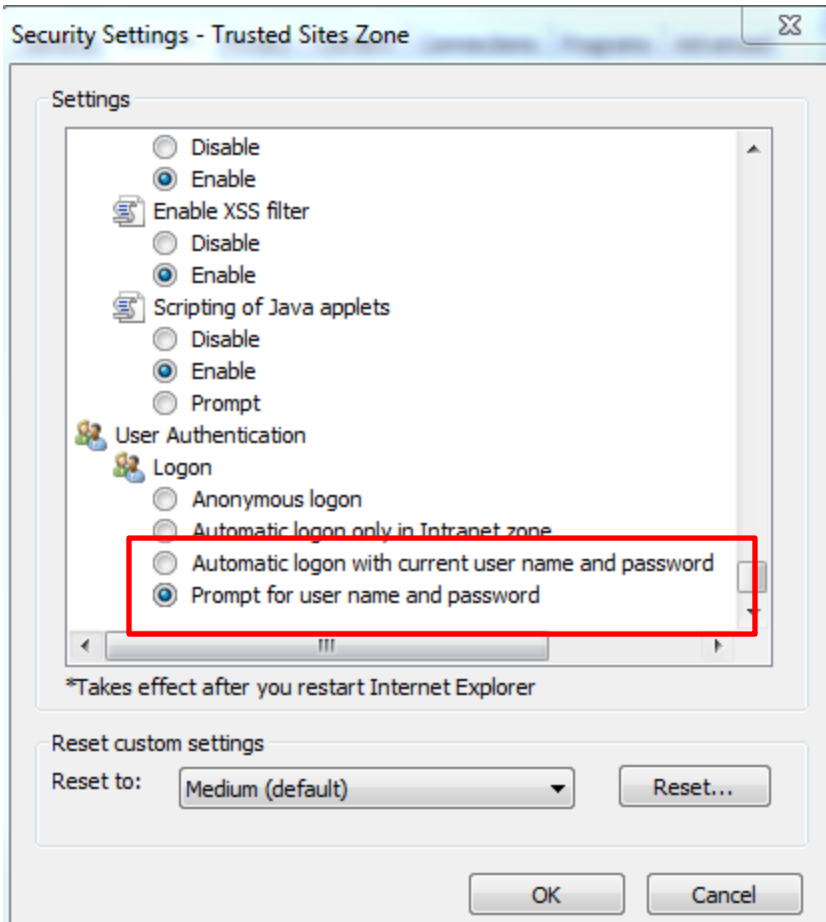
1. Open Internet Explorer.
2. Go to the Tools menu and select Internet Options
3. Click on the Security tab



4. Click on the Trusted sites icon
5. Click on the 'Sites' button
6. Add this URL to the list <https://cognos.madisoncollege.edu/cognos/>
7. Click the 'Close' button
8. On the Security tab, click the 'Custom level'



9. Change the value for User Authentication > Logon to either 'Automatic logon with current user name and password' or 'Prompt for user name and password' and click 'OK'.




10. Click OK again to exit Internet Options.
11. Close all Internet Explorer windows/sessions.

## Step 2 – Login to Cognos

1. Open a New Internet Explorer window
2. Go to: <https://cognos.madisoncollege.edu/cognos/>
3. A logon prompt will appear. In the username box, enter “matcmadison\username” where username is your Madison College network logon. Enter your Madison College network password in the Password box. Click OK

Connect to cognos.madisoncollege.edu



Connecting to cognos.madisoncollege.edu.

User name:

Password:

Remember my password

OK Cancel