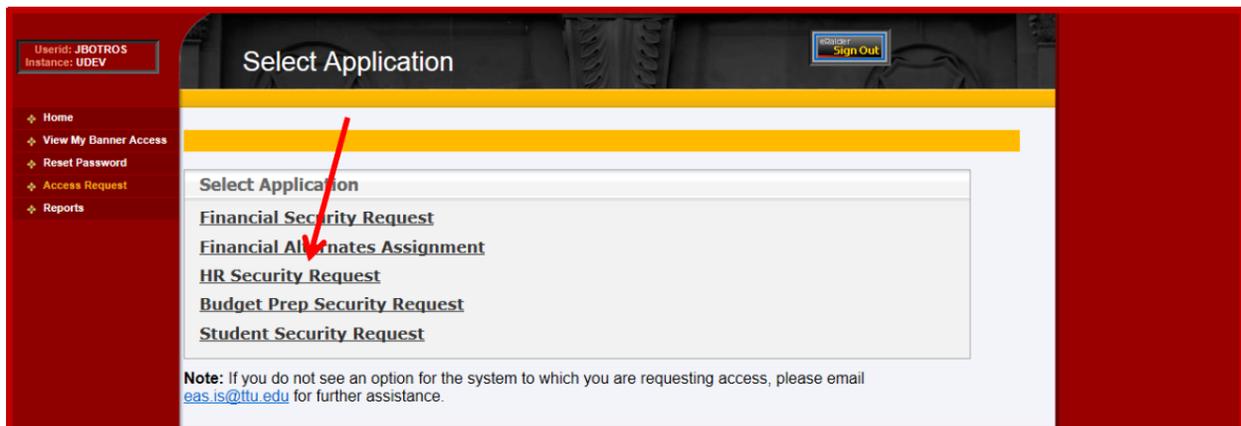# TeamApp: Steps to Grant Access to HR Cognos Reports as an Organization Manager

The HR Cognos Reports Access grants permission to an employee to view information about employees. The employee who is granted this permission will be viewing the personal and confidential information of Texas Tech employees, and thus, it is important that the Organization Manager (Org Mgr) uses discretion when granting this access. An employee can be granted access to one or more organizations.
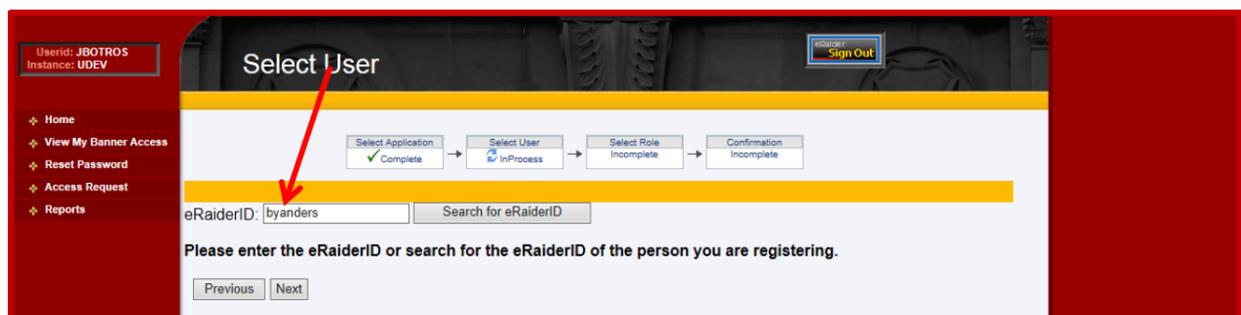
1. The Org Mgr signs into **RaiderLink**, click on the **A&F Work Tools** tab, to click on **TeamApp**.

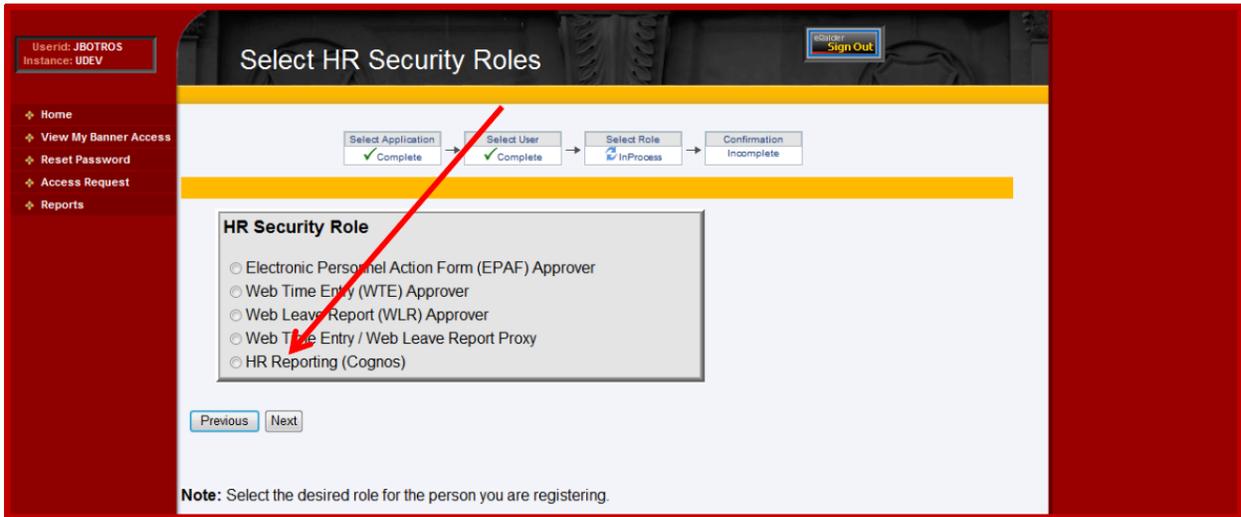2. On the Quick Links Page, click **Access Request**.
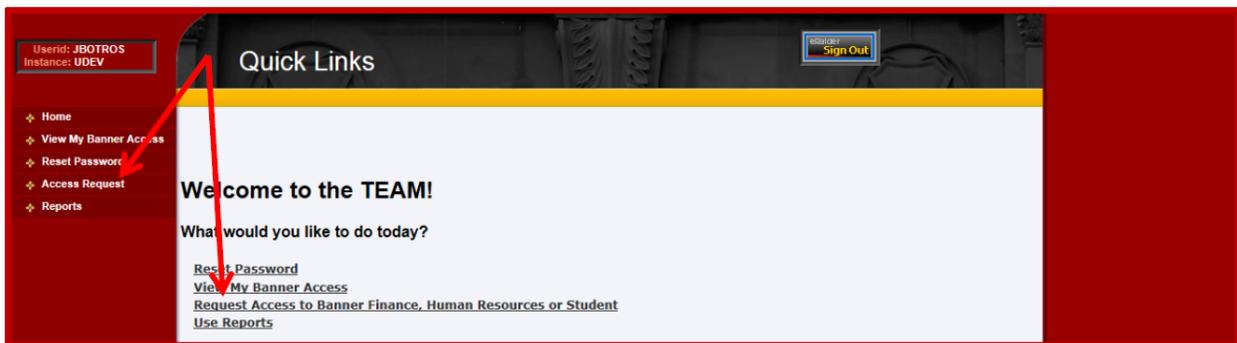


3. On the Select Application page, click **HR Security Access**.



4. On the Select User page, **enter the eRaider ID of the employee** who will be viewing HR reports.



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5. On the Select HR Security Roles page, select **HR Reporting (Cognos)**.



6. On the Select Organization Code page Organizations can be added or removed.



**To ADD:** Highlight one and click "**>**", or Click "**>>**" to move ALL (no highlighting needed) **SUBMIT** when finished.

**To REMOVE:** Highlight one and click "**>**", or Click "**>>**" to move ALL (no highlighting needed) **SUBMIT** when finished.

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7. A "Granted" or a "Revoked" message with the name of the organization(s) confirms the changes. Close the browser window to exit or choose another link in TeamApp.