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.


4. On the Select User page, enter the eRaider ID of the employee who will be viewing HR reports.
TeamApp: Steps to Grant Access to HR Cognos Reports as an Organization Manager

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

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.
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.