

OCFS Data Warehouse SSL VPN Request for Cognos ReportNet Access

Prerequisites:

- Your agency must already have general SSL VPN access to the State network. (Check with your LAN Admin, if needed.)
- Your Security Coordinator or LSA must be the person to request SSL VPN Cognos ReportNet access for staff via the process below.

Step 1 ~ Download and complete the OCFS-4827 Form (“SSL VPN Request for Access to Approved OCFS Applications”)

Your Security Coordinator or LSA must complete the OCFS-4827 form for staff to have SSL VPN access to Cognos ReportNet, even though your agency already has SSL VPN access to the State network. If the form is not completed, ReportNet will not appear on the SSL VPN portal page.

- a. Download the OCFS-4827 form from the “DW Access” section of the Data Warehouse Intranet site:

<http://ocfs.state.nyenet/connect/datawarehouse>

- b. Complete the form in its entirety; incomplete forms may be returned.
- c. Use one form for each of your agency’s sites where SSL VPN access to Cognos ReportNet is needed.
- d. Use the site names where requested on the form, instead of the site codes.
- e. Don’t forget to place an ‘X’ in the box in the middle of page 1 of the form. If the box is not marked, your request will be denied. (See figure.)
- f. Make sure to include staff names and HSEN IDs on page 2 of the form.

PLEASE “X” THE FOLLOWING ONLY ON REQUESTS TO ADD SSL VPN ACCESS:

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| <input checked="" type="checkbox"/> The Local District/Agency’s Local Security Administrator has determined the employee’s job duties require remote access to the SSL VPN Approved OCFS Applications and all permissions have been satisfied. |
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Step 2 ~ Submit the completed form to the Data Warehouse Team

Email the completed form to Data Warehouse Team member Jennifer Gordon at jennifer.gordon@ocfs.state.ny.us. Do not send it to the email address listed in OCFS-4827 form. It must be processed by the OCFS Data Warehouse team first. After the Data Warehouse Team finishes processing your form, we will forward it to the OCFS IT team for final review and notify them that your request is specific to ReportNet.

Step 3 ~ Wait for notification on the status of the request

The Security Coordinator or LSA, who submitted the form, will be notified when SSL VPN access to Cognos ReportNet has been granted.

Step 4 ~ Access Cognos ReportNet through the SSL VPN Portal Page

- a. Once SSL VPN access to Cognos ReportNet has been granted, use Internet Explorer to go to the following web address:
<https://rc1.oft.state.ny.us/ocfs>
- b. Click on the Cognos ReportNet hyperlink on the bookmark list.
- c. Read the Cognos Connection confidentiality warning, and click OK.
- d. You should now be at the Cognos ReportNet welcome screen. OCFS Data Warehouse reports are located in the Public Folders area.

Still need help?

Contact the OCFS Data Warehouse Team at data.warehouse@ocfs.state.ny.us.