Cognos Published Reports in Sungard Teacher Access Center (TAC)

From any page you can select the Tools icon.

From the Tools menu select Cognos Published Reports.

A new window opens and from the folder list – select TAC Users.
Getting a class list is easy. Select the excel version and it will open immediately for this school year.

In other reports – you may see a prompt. If prompted for a year, use the four digits for the June of the current academic year.

Example – 2013-14 school year you would type 2014 into the School_Year field.