

Exporting financial data from Cognos into Excel

The new Cognos reporting system makes it very easy for user to export data into Excel sheet and store them locally. This possibility raises some security concerns.

According to UNT and College of Engineering policy the user that creates these Excel sheet is responsible to keep them safe. The user will be held responsible for any misuses of this data, should these Excel sheet get lost by any means.

We advise all users:

To only create Excel sheet from data that are pertinent to their work.

To store the sheet only on central server (H: or S: drive) and not on the local computer.

To encrypt and password protect Excel sheet that contain sensitive or personal identifiable data and that are not store on the central server.

To never store Excel sheet on memory drives.

Please help us to keep financial, student, and employee data safe.