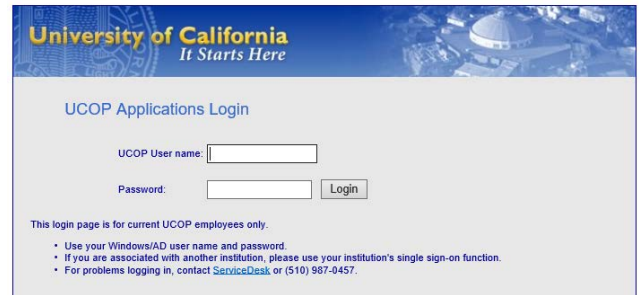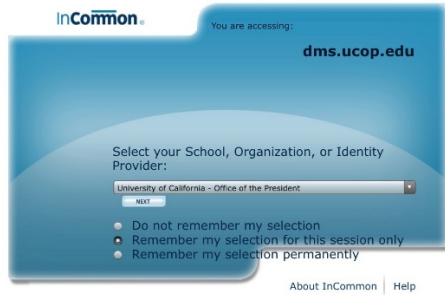# Instructions to request Access to RDMS Reports

Register your user ID by following the step by step directions below:

1. Click on this URL to register for Single Sign-On (SSO) access to the RDMS PROD environment: https://dms.ucop.edu/dmscognos

2. Upon accessing the above link, the user is taken through InCommon & login page. Below is an example for a user from UCOP:

3. Once a user logs in/is authenticated and if the user has not requested access earlier, the user is prompted to submit a request (which may look similar to below):

   Indicate in Reason for Access which reporting subject(s) you are requesting access to:
   Injury/OSHA; RL Event; RL Feedback; Property & Casualty; EPL

4. As part of the registration process, SSO automatically adds the user account to the RDMS project, however at this point the user has no privileges.

5. The user is then shown a page indicating that the account is pending approval.
   Please Note: This page is also shown to users who have previously requested access but have not yet been granted access/approved:
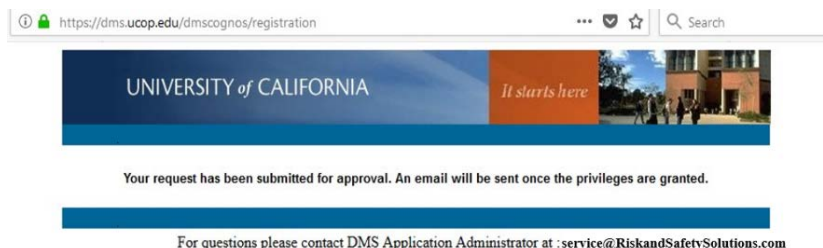
Instructions to register user ID for Access to RDMS Reports

6. After completing registration, the process automatically sends an email to UCRSS (UC Risk and Safety Solutions) and the Service Desk creates a ticket in Service Now.

7. The Service Desk will contact the requestor's supervisor via the information provided to verify the requestor.

8. Upon verification, the Service Desk will send requestor the appropriate user access form. Requestor fills out the a user access request form and emails completed form to: service@RiskandSafetySolutions.com

9. The Service Desk will reach out to the business owner or someone affiliated with the project who has the authority to approve the request and provide the Service Desk with the appropriate user groups/permissions for the individual who is requesting access.

10. After the user has been added to the group(s), the Service Desk notifies the user that their account has been activated.

11. **Please Note:** If the user already has some access to the RDMS reports, but requires access to additional folders or reports, the user must contact the Service Desk at service@RiskandSafetySolutions.com and request a user access request form for that new request.