RDMS Access Instructions
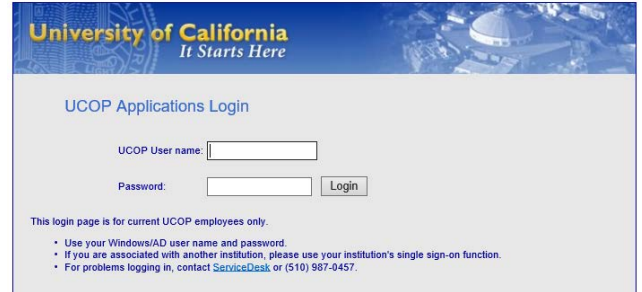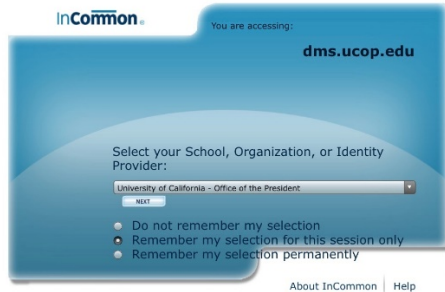
Copy/paste this URL to your browser to be directed to Single Sign-On (SSO) access to RDMS reports: https://dms.ucop.edu/dmscognos

The link directs the user to InCommon and UC campus login page. Use your campus credentials. Below is an example for a user from UCOP.

Once a user logs in and is authenticated, if the user has access to RDMS, the user will see the RDMS Welcome Page.

**If the user <u>does not</u> currently have RDMS access,
the user is prompted to submit their information on the User Registration page.**

Request access by following the step by step directions below.

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

1. Fill in all required information indicated by an asterisk *.

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

3. Submit the online registration form. The request is now in pending status.

4. Upon verification, the Service Desk will send the requestor the appropriate user access form(s).

5. The requestor fills out the request form including supervisor approval and emails the completed form(s) back to: service@RiskandSafetySolutions.com

6. The Service Desk will reach out to the data owner or someone affiliated with the program who has the authority to approve the request and confirm to the Service Desk that the request is the appropriate permissions for the individual who is requesting access.

7. The Service Desk notifies the user that their account has been activated or denied.