Adding the Cognos Channel in myIPFW

1. Go to [https://my.ipfw.edu](https://my.ipfw.edu) and login with your IPFW user name and password.

2. Click on **Content Layout** on the top left-hand corner (under **My Account**).

3. You are now at a **Manage Content/Layout** screen. Click on the tab (ie. **My Home**, **Employee**, **Faculty/Advisor**, etc.) where you would like to add the channel.

4. Select **New Channel** from any of the columns you prefer (this chooses whether you want the column in the left, middle or right column).

5. Select the **Other** category and click **go** (or choose **Applications** and subcategory **Miscellaneous**).

6. Scroll down to select the **Cognos** channel, and click the **Add Channel** button on the right side of the screen.

7. Click on **Back to My Home Tab** on the top left-hand side of the screen.

8. Click on the tab where you added the Cognos channel to make sure the channel is now visible.

9. Repeat steps to add the Cognos channel to other tabs if desired.