Risk
Integration
Services
Knowledge

ERMIS Super User

UCOP Office of Risk Services
ERMIS Cognos Super-Users Profile Description

In accordance with the University of California's goal to continue its innovation in Enterprise Risk Management, the Office of the President invites users to take an active role in dashboard reporting and Key Performance Indicator (KPI) development.

The University of California has embarked on an initiative to create a comprehensive Enterprise Risk Management Information System (ERMIS) built on a Cognos business intelligence and analytic technology platform. ERMIS integrates Risk and Controls related information in a centralized data management environment to enhance analytic capabilities across the University. Though ERMIS is initially focused on targeted KPI intended to lower the overall cost or risk across the enterprise, the vision is to extend ERMIS across the enterprise. The ultimate goal is to empower selected "Super-Users" by granting them the ability to modify existing reports and request the incorporation of data from other external sources or collaborating organizations.

Individuals interested in becoming a Cognos "Super-User" should have a good understanding of risk- and controls-related activities in their location and/or function. It will also be important for these individuals to have a working knowledge of how data is manipulated and where the source of information supporting reports and dashboards resides.

What is the difference between an ERMIS Super-User and a regular user?

The Cognos Professional/Super-User roles will have system permissions and privileges that Consumer/Normal User users do not have:
- The Professional/Super-User role is aimed at crossover technical and functional users, who need to create, maintain and format dashboard-related report content on behalf of their organization
- The Consumer/Normal User role is role is aimed at users who will view scheduled reports and run pre-developed reports interactively through the Cognos portal.

University of California, Office of the President
Office of Risk Services
ERMIS Super-User Information

What is an ERMIS Super-User?

Qualifications for the Cognos Professional/Super User role include:

- Demonstrated experience in reporting, data manipulation and a working knowledge of Microsoft Office applications like Excel, Word and PowerPoint
- Knowledge of risk- and controls-related activities at their campus, medical center, and/or function, and understanding of business requirements
- Undertaking the responsibilities of a Super-User must be a natural extension of the individual's responsibilities and job description

What is expected of the Super-User?

More specifically, the Professional/Super User responsibilities would include:

- Working directly with information consumers/constituents to establish an extensible and replicable Information Technology (IT) foundation for Enterprise Risk Management
- Facilitate:
    - Data collection and dissemination
    - Multi-dimensional analysis
    - Data mining
    - Statistical analysis
- Develop, implement and standardize data management, collection and reporting
- Working with the Cognos and database administrators, import web-based survey results to the ERMIS data warehouse

What are the steps to becoming a Super-User?

Those interested in becoming a Super-User should:

- Discuss role and expectations with their manager
- Contact erm@ucop.edu to participate in the development of new ERMIS dashboards or enhancements of existing ERMIS dashboard
- Complete the Cognos web-based training modules in LMS (search key-word "Cognos")

For more information, please contact the ERM team at erm@ucop.edu.