ACCESS INSIGHT AND REVIEW HELP DOCUMENTS
Accessing Insight and Reviewing Help Documents

Accessing Insight:

1. Go to [https://www.odu.edu/facultystaff/university-business/banner/insight/](https://www.odu.edu/facultystaff/university-business/banner/insight/) and click on the “Insight Login” button.

Banner Analytics (Insight)

Banner Analytics (Insight) is the University's centralized reporting and analytics system. You can access Insight using your web browser. Insight at Old Dominion University is an implementation of Cognos (an IBM product) using Ellucian data models. Insight consists of reports, dashboards and data models to view University data across different business areas.

You must be an active faculty or staff member to have access to Insight. Some reports are available to all users of Insight. Based on the requirements and functions of your job, you can request access to additional reports from individual business areas.

When you are finished with an Insight session, make sure you properly log out. Logging out of a web-authenticated service is not guaranteed until you properly exit the browser window. To log out, please ensure your browser is 'Closed' (Windows) or 'Quit' (Apple).

Requesting Insight Access

All active faculty and staff have access to Insight and some general reports. To request access to additional reports in the system, please contact appropriate business units/departments.

Compatibility

You can access Insight from most commonly used browsers, like Internet Explorer (IE), Google Chrome, Firefox and Safari, but we recommend using Internet Explorer. You'll also need Microsoft Office and Adobe Reader in order to output data in Excel or PDF format.
2. Input your MIDAS ID and MIDAS password at the prompt page:

3. You should see a page similar to this. Click on My home under My Content.

*** Your actual page may have different options. ***
Access Insight and Review Help Documents

Reviewing Help Documents from Access Tabs:

1. Left hand side of the screen is your help info. It's divided into ODU and Vendor Documentation folders, you can choose either folder.

   ![IBM Cognos Search](image)

   ![IBM Cognos Navigator](image)

2. Click on any report name for reviewing the help documents in any of the documentation folders.

   *** Actual list of documents may vary from the images below.***

   ![IBM Cognos Navigator](image)
Access Insight and Review Help Documents

OR

<table>
<thead>
<tr>
<th>IBM Cognos Navigator</th>
<th>Help &gt; Vendor Documentation</th>
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<td>More...</td>
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Reviewing Help Documents using Public Folder:

1. Click on Public Folders in the tabs near the top of the screen. A folder list will appear. Click the Help Folder.

*** Actual list of folders may vary from the image based on access.

2. Click on either ODU Documentation or Vendor Documentation folders.
3. Click on any report name for reviewing the help documents in either folder.

*** Actual list of documents may vary from the images below.
Access Insight and Review Help Documents

Access Insight and Reviewing Help Documents

Public Folders > Help > Vendor Documentation

- Performance Handbook
- How to ....
- Business Concepts