



OLD DOMINION
UNIVERSITY

I D E A FUSION

ACCESS INSIGHT AND
REVIEW HELP
DOCUMENTS

Access Insight and Review Help Documents

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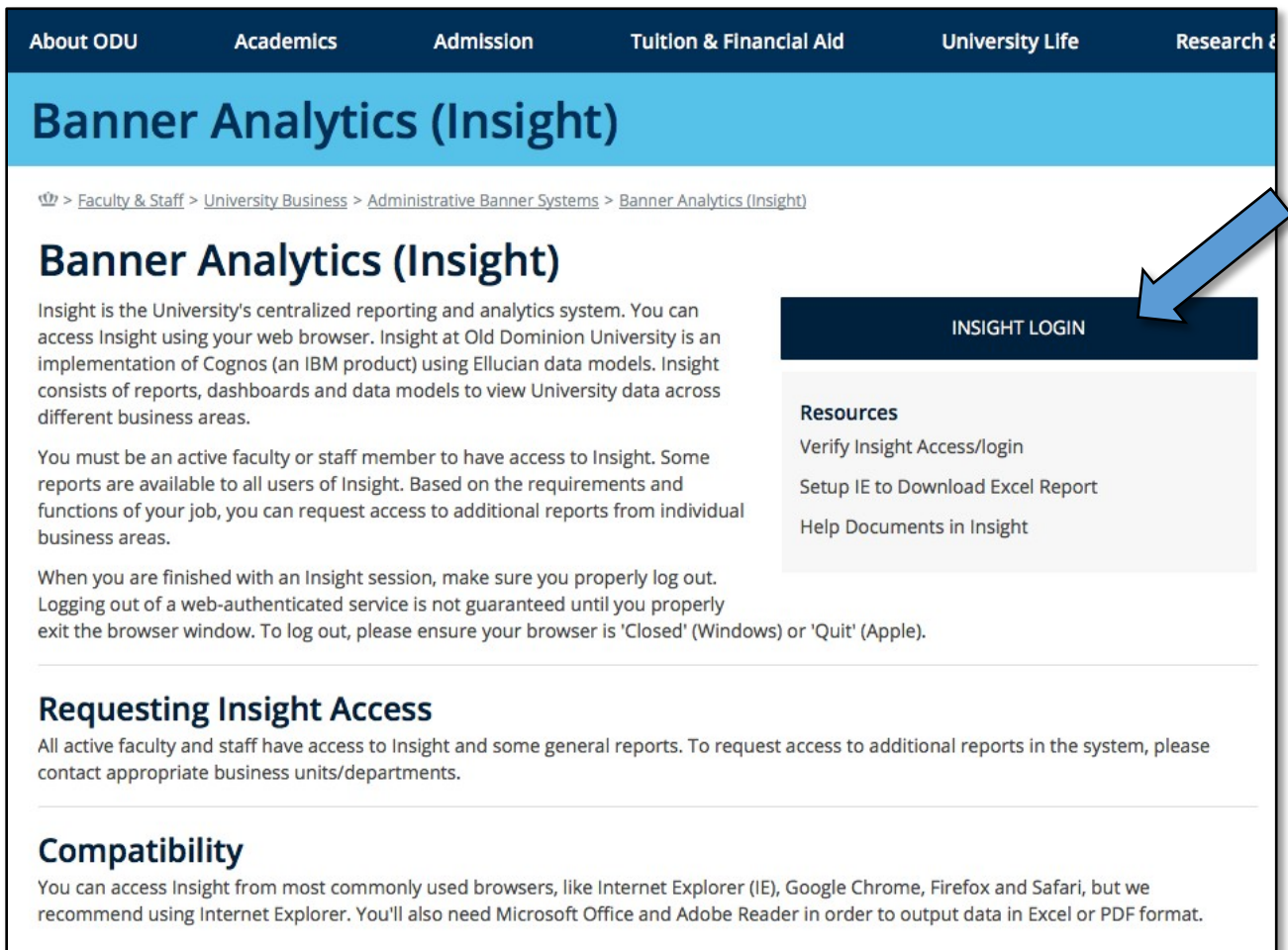
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Access Insight and Review Help Documents

Accessing Insight and Reviewing Help Documents

Accessing Insight:

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



The screenshot shows the Banner Analytics (Insight) page. At the top, there is a navigation bar with links for About ODU, Academics, Admision, Tuition & Financial Aid, University Life, and Research. Below this is a blue header with the text "Banner Analytics (Insight)". A breadcrumb trail reads: > Faculty & Staff > University Business > Administrative Banner Systems > Banner Analytics (Insight). The main content area has a heading "Banner Analytics (Insight)" followed by a paragraph explaining that Insight is the University's centralized reporting and analytics system. Below this is another paragraph stating that users must be active faculty or staff members to access Insight. A third paragraph provides instructions on how to log out properly. To the right of the main text is a dark blue button labeled "INSIGHT LOGIN" with a blue arrow pointing to it. Below the button is a "Resources" section with three links: "Verify Insight Access/login", "Setup IE to Download Excel Report", and "Help Documents in Insight". At the bottom of the page, there are two sections: "Requesting Insight Access" and "Compatibility".

About ODU **Academics** **Admision** **Tuition & Financial Aid** **University Life** **Research &**

Banner Analytics (Insight)

> Faculty & Staff > University Business > Administrative Banner Systems > Banner Analytics (Insight)

Banner Analytics (Insight)

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).

INSIGHT LOGIN

Resources

- Verify Insight Access/login
- Setup IE to Download Excel Report
- Help Documents in Insight

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.

Access Insight and Review Help Documents

2. Input your MIDAS ID and MIDAS password at the prompt page:



Log on [Help](#)

Please type your credentials for authentication.

Namespace:
ODU-LDAP

User ID:

Password:

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

*** Your actual page may have different options.



IBM
IBM Cognos Software

bantest [Log Off](#)

My Content

- My home
- IBM Cognos content
- My Inbox

Show this page in the future

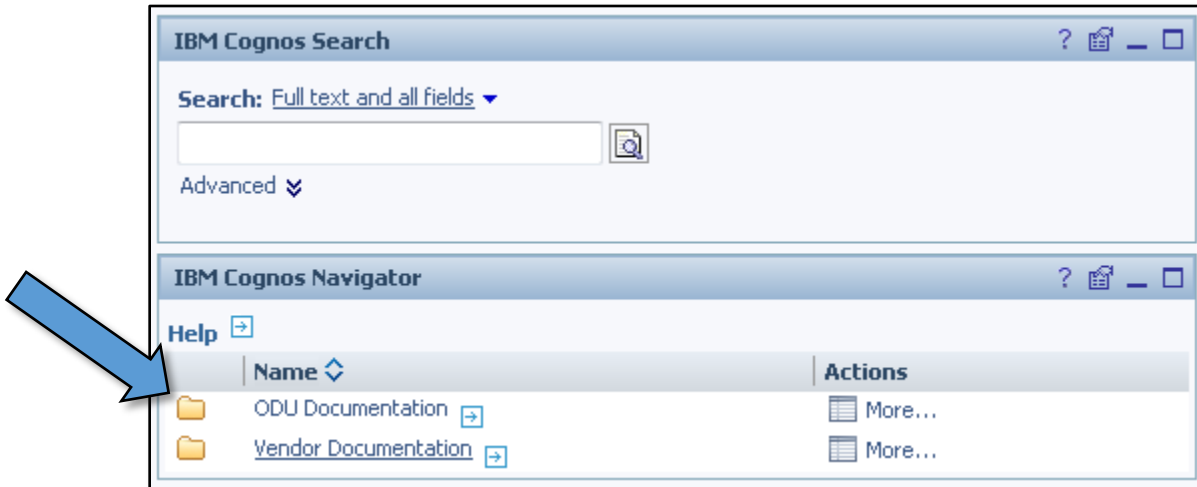
My Actions

- Create workspaces on the web

Access Insight and Review Help Documents

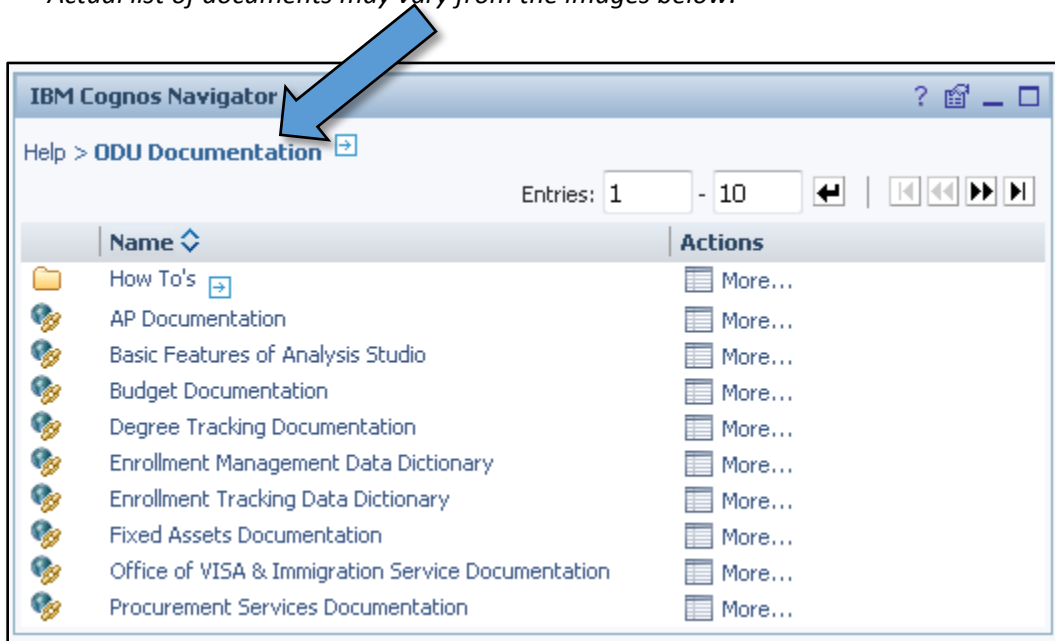
Reviewing Help Documents from Access Tabs:

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.



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.



Access Insight and Review Help Documents

OR

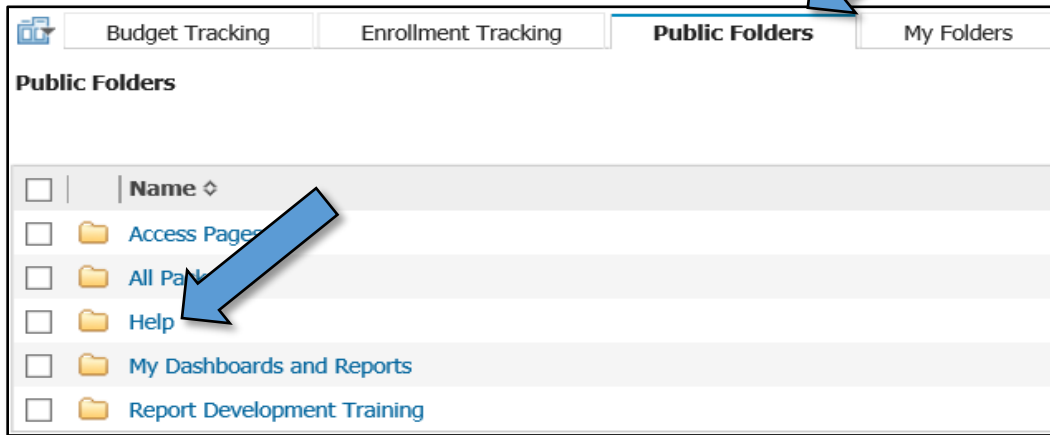


Access Insight and Review Help Documents

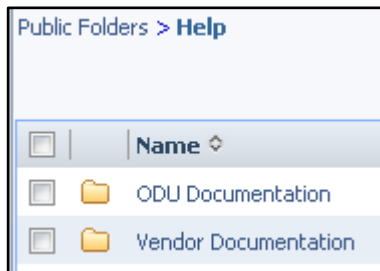
Reviewing Help Documents using Public Folder:

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.



Access Insight and Review Help Documents

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

