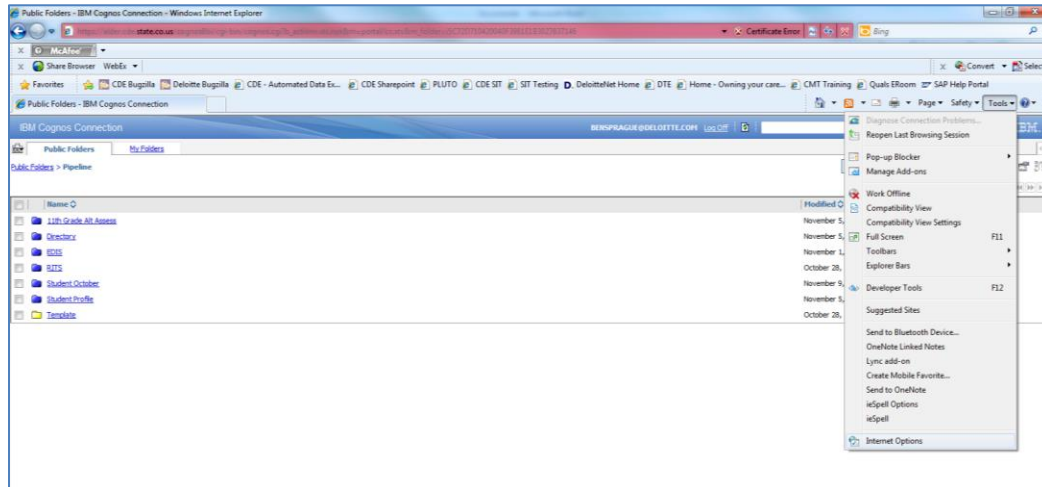


How to download Excel files from Cognos (<https://alder.cde.state.co.us>):

- **Internet Explorer:**

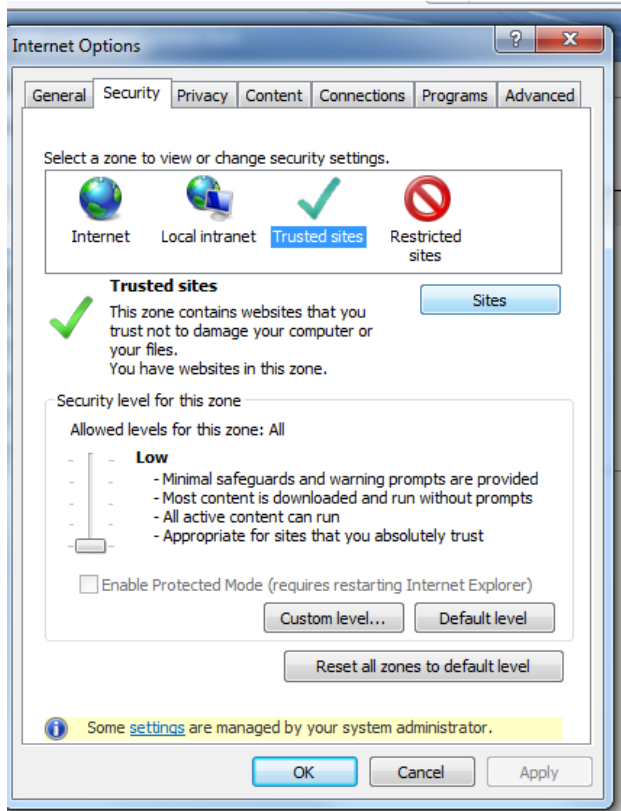
Step 1: Go to Tools -> Internet Options



Step 2: Select the Security tab

Step 3: Select Trusted sites

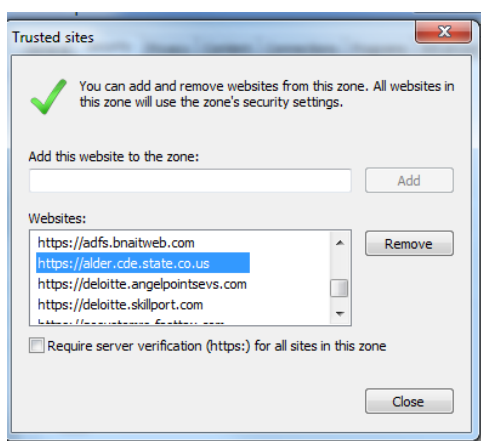
Step 4: Click Sites



Step 5: Ensure that the website alder.cde.state.co.us is listed as a trusted website. If it is not, please add it. Note: For best results add the website without “https://”

Step 6: Unselect the checkbox to require server verification. This un-selection is required only for piloting in the QA region. In Production, you may

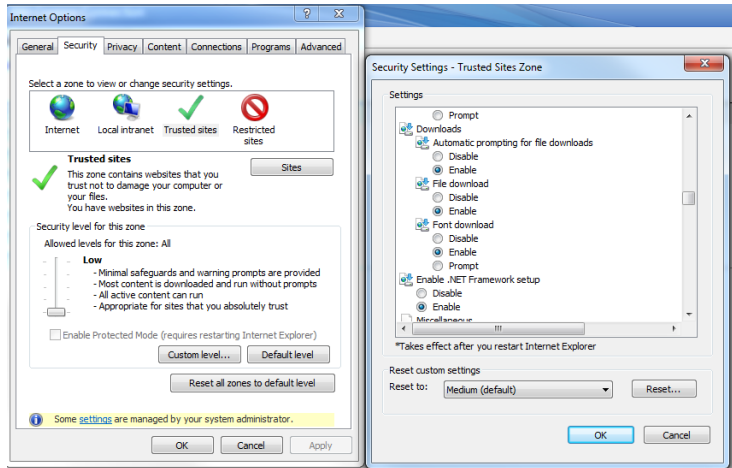
Step 7: Click Close



Step 8: Click Custom Level (make sure “Trusted sites” is still selected)

Step 9: Scroll down to Downloads section and ensure all options are set to “Enable”.

Step 10: Click OK, Click Apply



It should now be possible to download Excel files.