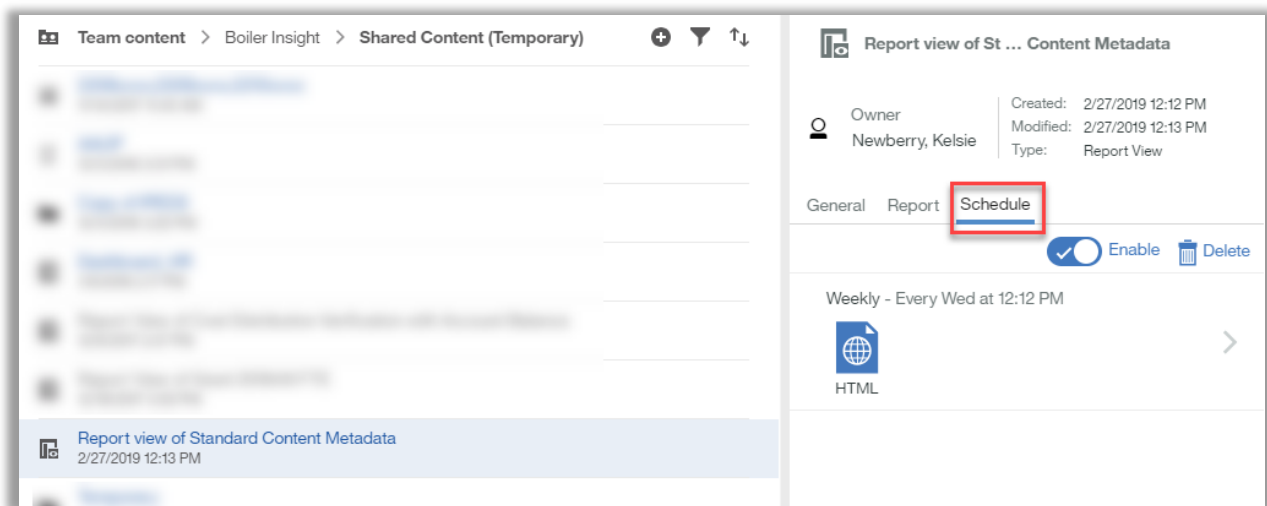
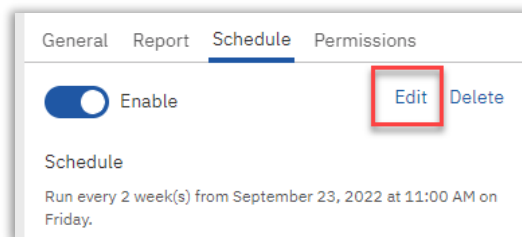


Transferring ownership of a *schedule* requires different steps than simply transferring ownership of a report. Before you navigate through the steps below, compile the location(s) of the schedule(s) you need to transfer ownership. Then, follow the steps below.

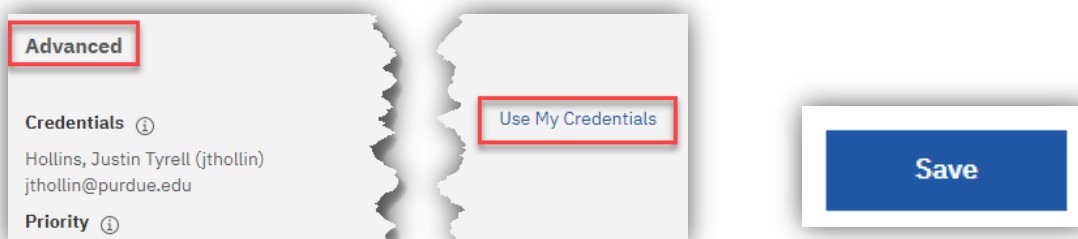
1. Within Cognos, navigate to the scheduled report, select the **ellipsis**, choose **Properties**, and select the **Schedule** tab.



2. Select the **Edit** to open the schedule panel.

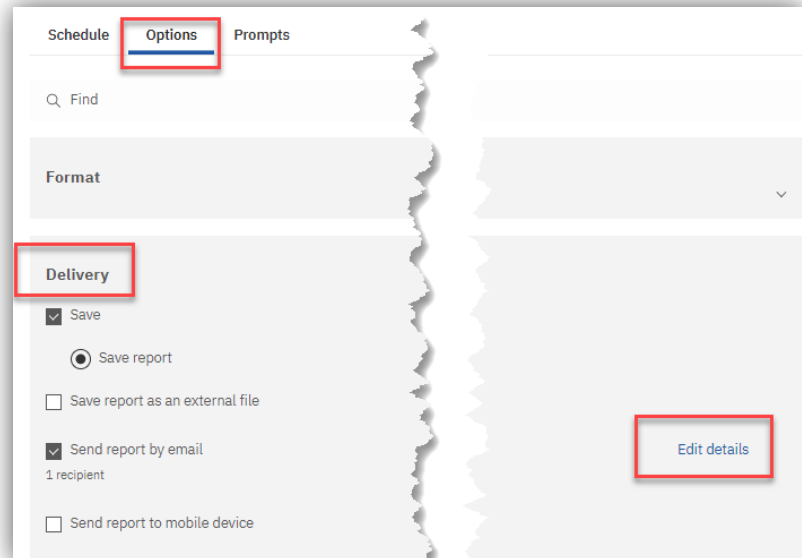


3. At the bottom of the new **Schedule** tab, open the **Advanced** section and select **Use My Credentials** and **Save**.



4. The next time the schedule runs, it will use your career account credential to execute.

5. Review the **Delivery** section on the **Options** tab. If the **Send report by email** is checked, select the **Edit details** to view and modify the email address(es) as needed.



6. Taking ownership of the actual report (not just the schedule) is a separate step. This can be done by clicking on the ellipsis to the right of the report's name and then selecting the "Take ownership" option.

