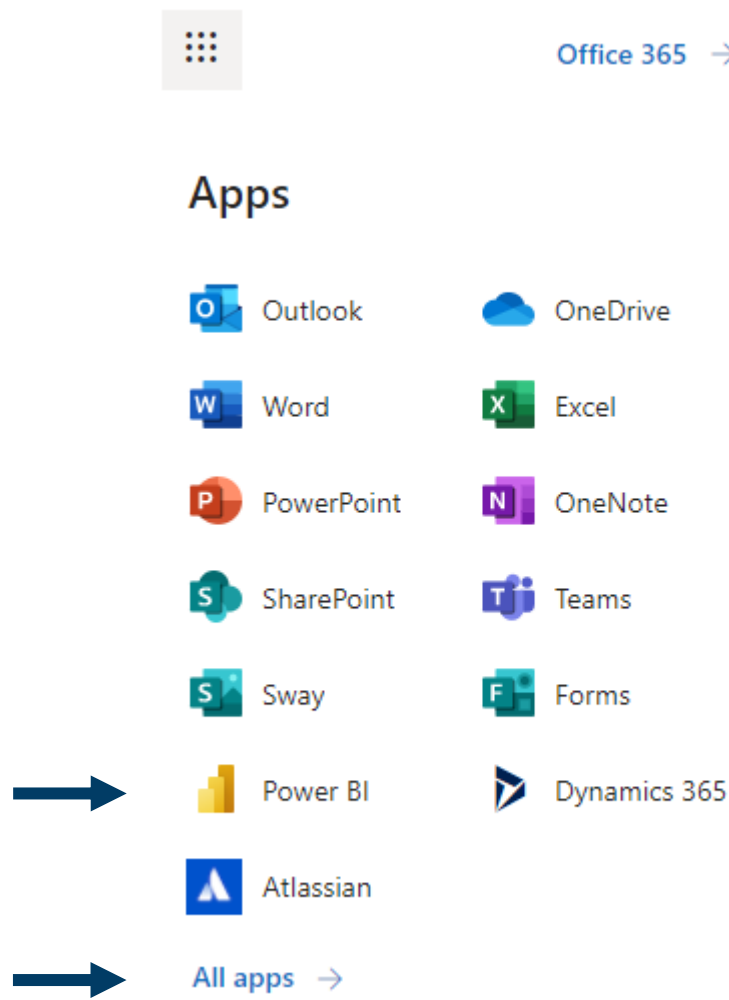


Instructions for Accessing UNC's Power BI Dashboards

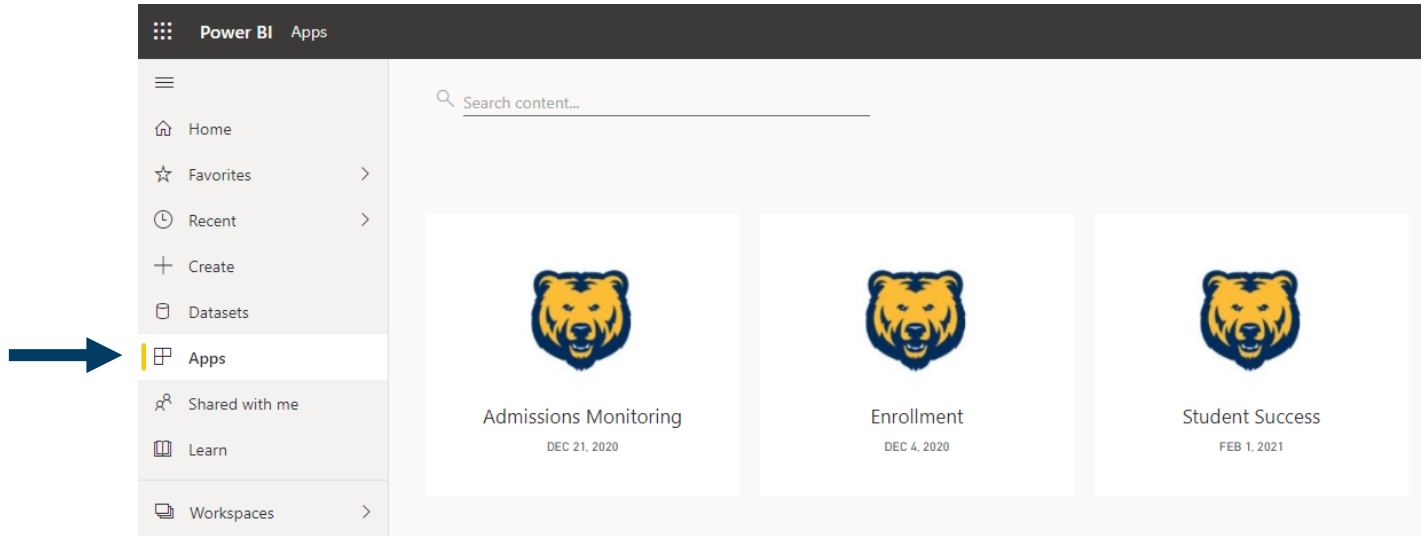
1. Power BI can be accessed using the link found at **unco.edu/data** or by navigating directly to **app.powerbi.com**. Alternatively, it can also be accessed through UNC's Office 365 portal by navigating to **www.office.com**. You may be prompted for login credentials, which will be the credentials for your UNC "first.last@unco.edu" (employee) account.
2. If accessing via unco.edu/data or app.powerbi.com, skip to Step 4. If accessing through www.office.com, you can access Power BI using the *App Launcher* in the top left corner.



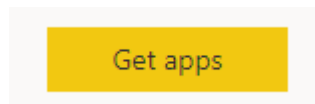
3. Power BI may show up in the *App Launcher* menu or may need to be added using the "All apps" button.



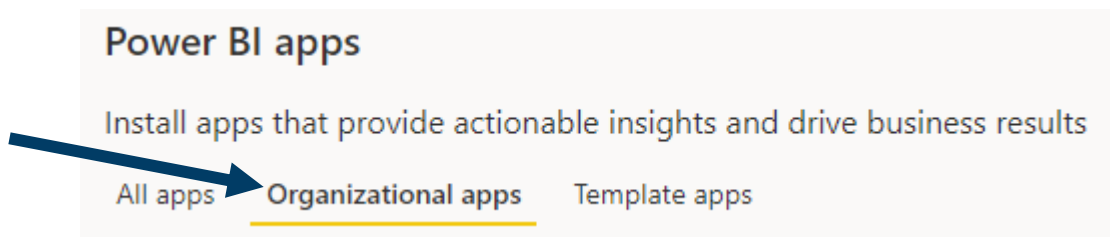
4. Within Power BI, dashboards and report pages are typically organized within *Apps*. You can navigate to the Power BI *Apps* that have been added to your profile.



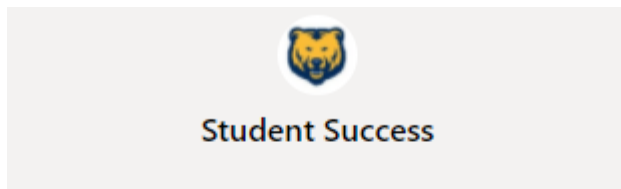
5. There may be specific Power BI apps that will automatically appear here, but new users may need to add apps; this can be done using the yellow “Get apps” button in the top right corner of the screen.



6. Most users may be interested in adding the following organizational apps: the *Admissions Monitoring* app, the *Enrollment* app, and the *Student Success* app.



7. Once a Power BI app is open, you will notice a navigational pane on the left hand side of the screen. Within this pane, there are report categories that can be expanded so users can navigate to different report pages.



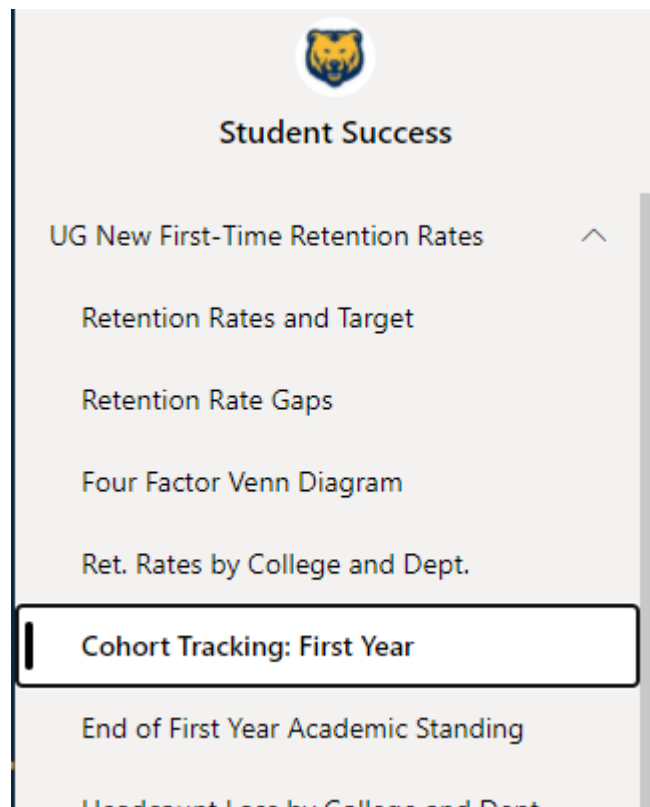
UG New First-Time Retention Rates ▾

← **Report Categories**

UG New First-Time Graduation Rates ▾

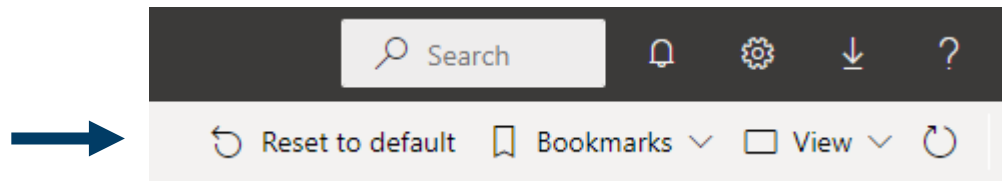
UG DFW Rates ▾

Leading Metrics for Incoming UG Cohorts ▾

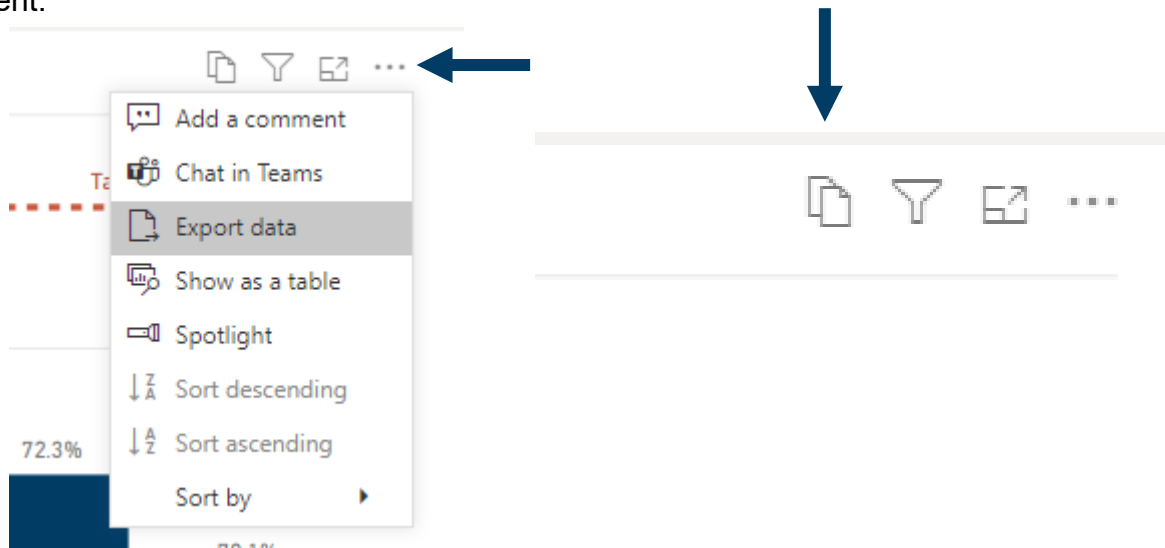


Report Pages →

8. As you interact with report pages, you will have opportunities to use filters/slicers to update visuals. For ease of use, Power BI will sometimes save your filter/slicer selections as you navigate between pages. These selections can also carry over from a previous session. A page can be reset to its default setting at any time using the “Reset to default” button in the top menu.



9. For some visuals, underlying data can be exported in summary form by clicking on the visual and then clicking expanding the menu in the visual header. The icon that looks like two pieces of paper can be used to copy an visual as an image that can be pasted into other document.



10. If you have any issues accessing Power BI or using the dashboards or encounter any technical issues, you can submit a support request to the Technical Support Center (TSC).

help.unco.edu
970-351-HELP
help@unco.edu