Log-in to Microsoft Office 365 via the UND web email portal

If the Power BI icon does not appear on your home screen when you log in, click on the button (waffle icon) to the left of the Office 365 header to view all programs.

Once in Power BI, click on Shared with me in the left menu panel to view the list of dashboards and reports that are available to you.

To view a dashboard or report, select an item from the list and click on the name of the dashboard or report.

You can add frequently used dashboards and reports to your Favorites tab by clicking on the star to the left of the dashboard or report name. Favorite dashboards and reports can be accessed from the Favorites option on the menu panel.