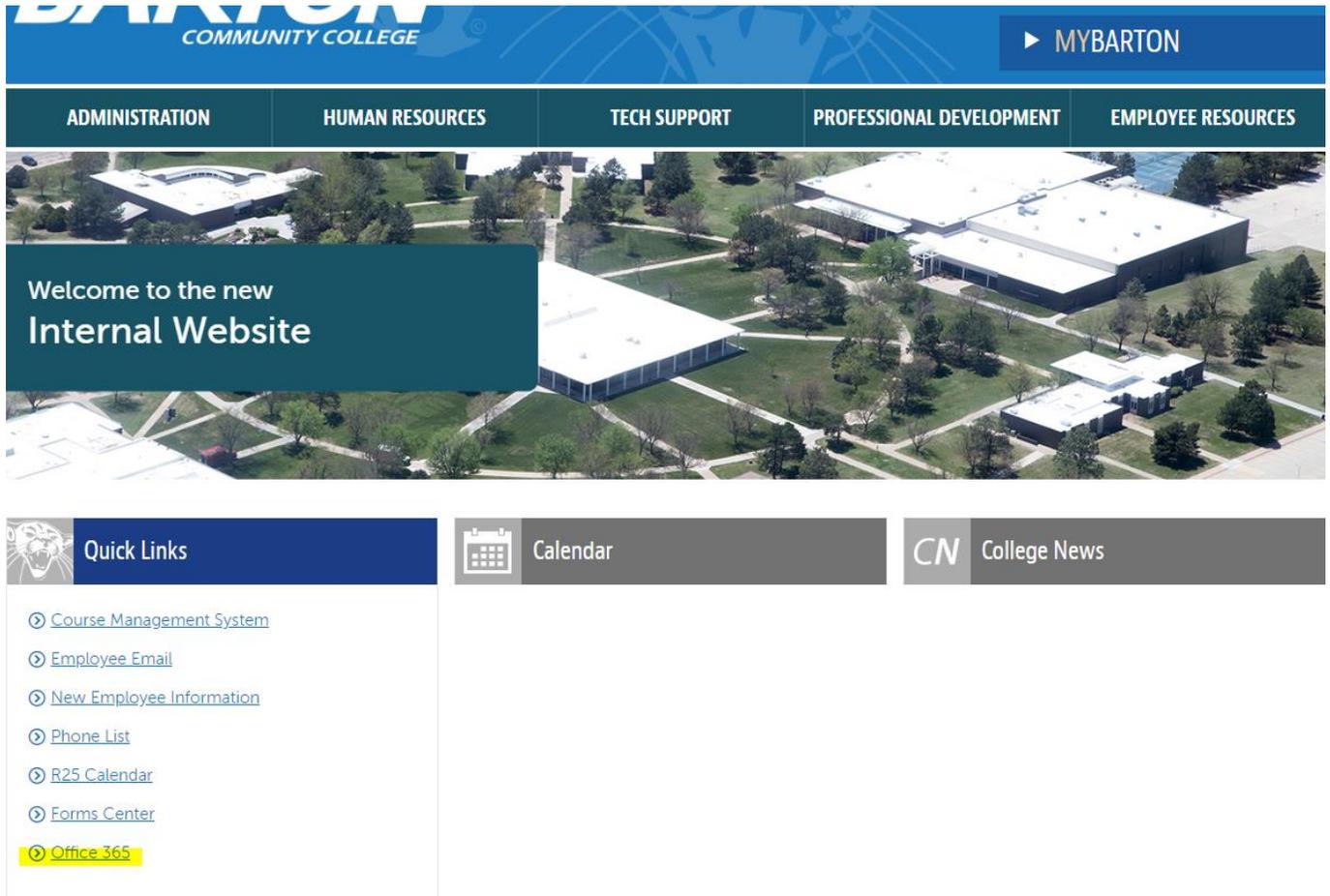


HOW TO GET TO MY POWER BI REPORT

Step 1:

Go to <https://internal.bartonccc.edu/> and select “Office 365” link under the “Quick Links” section of the page.



ADMINISTRATION **HUMAN RESOURCES** **TECH SUPPORT** **PROFESSIONAL DEVELOPMENT** **EMPLOYEE RESOURCES**

Welcome to the new
Internal Website

 **Quick Links**

- [Course Management System](#)
- [Employee Email](#)
- [New Employee Information](#)
- [Phone List](#)
- [R25 Calendar](#)
- [Forms Center](#)
- [Office 365](#)

 **Calendar**

CN **College News**

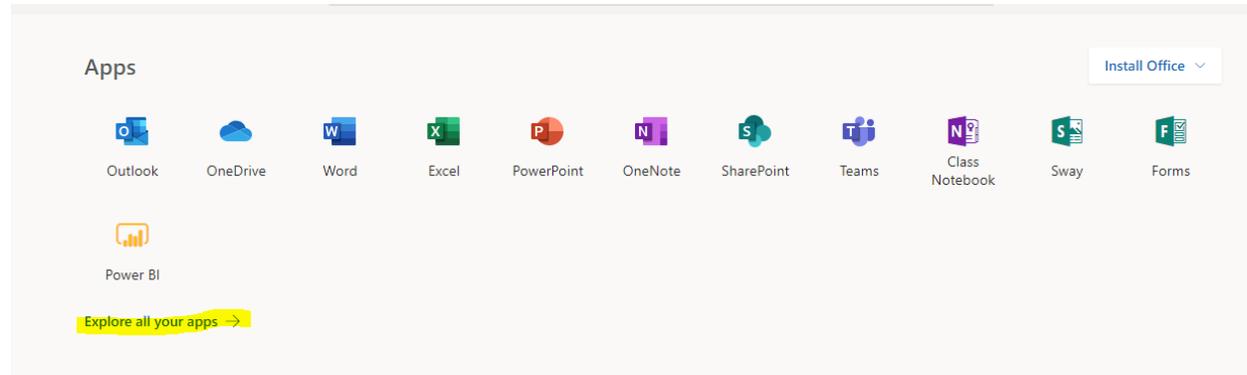
Step 2:

Log in to your Office 365 account (if you have problems logging in, go to <https://internal.bartonccc.edu/it/help>).

HOW TO GET TO MY POWER BI REPORT

Step 3:

After logging in, the front page of Office 365 will show a list of apps. **If Power BI does not appear**, select “Explore all your apps” by clicking on the link.

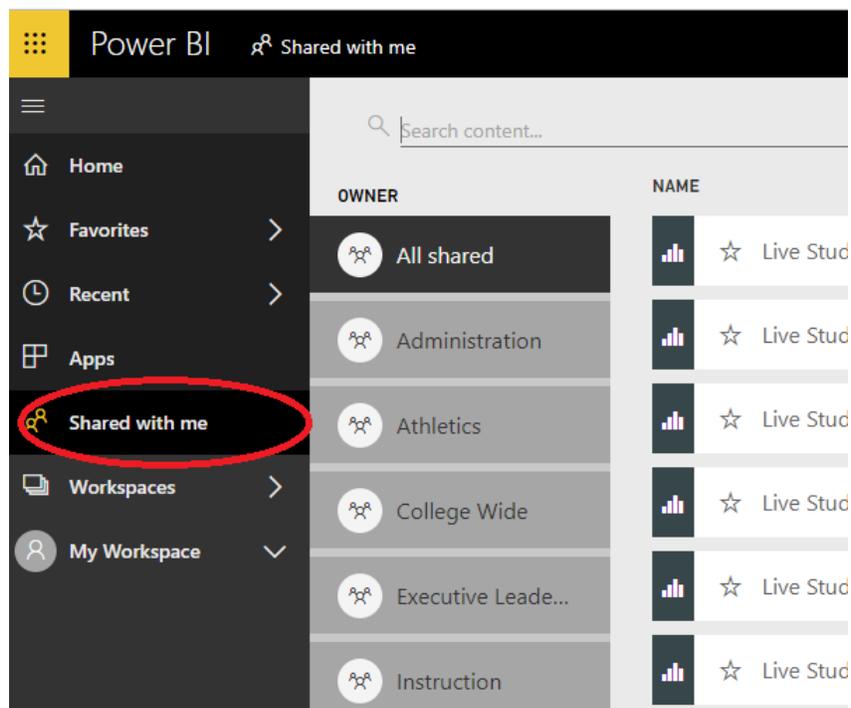


Step 4:

Once Power BI appears, select that app by clicking on the icon.

Step 5:

Once Power BI has loaded, select “Shared with me” in the left-hand navigation to find your reports.



Step 6: Select and load the report you wish to view.