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.
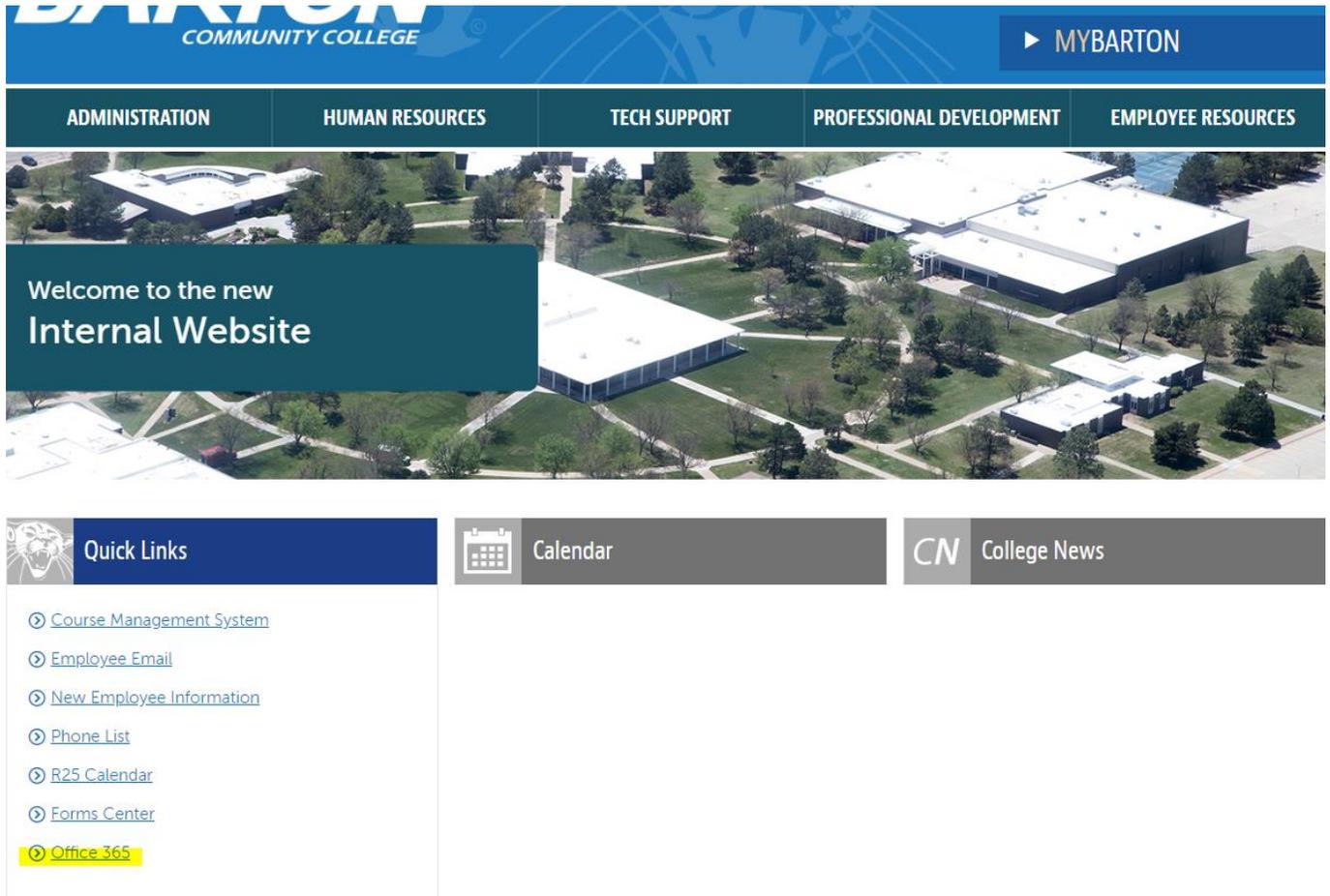
Step 2:

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

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.
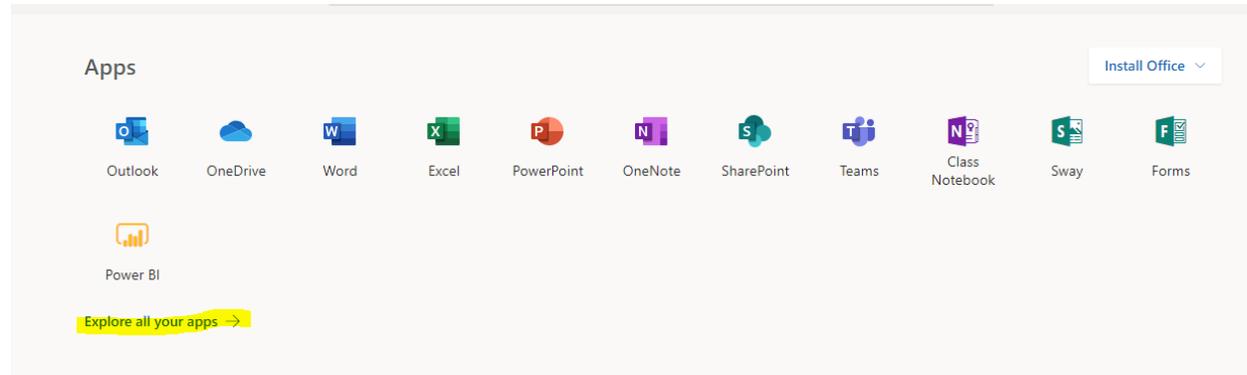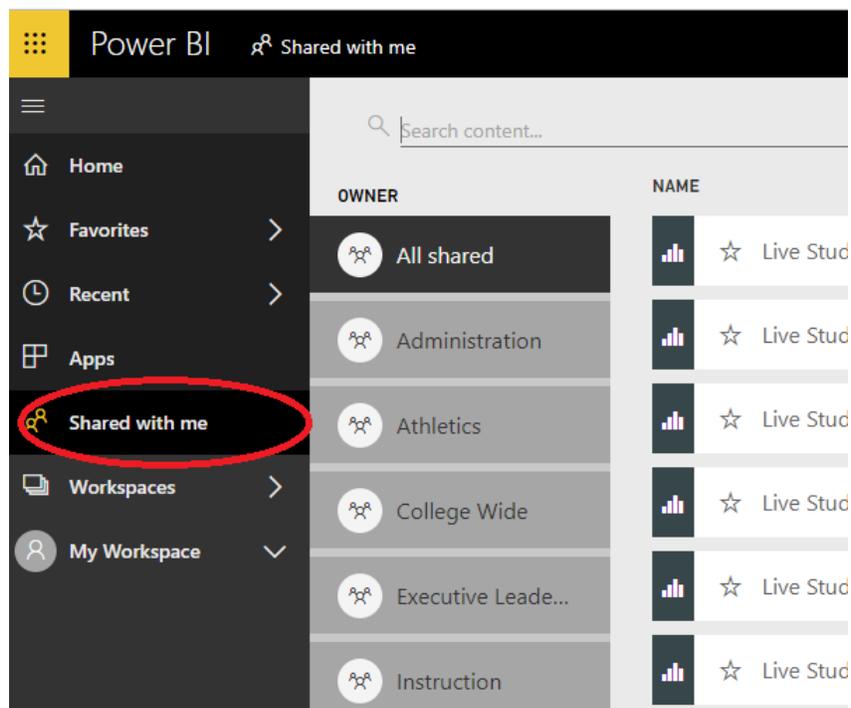

Step 4:

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.