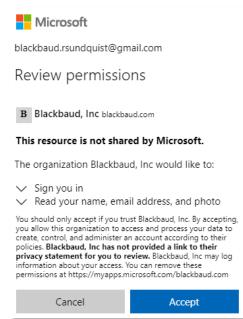
blackbaud

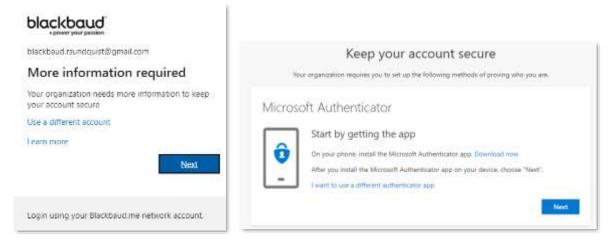
Skills Lab: Power BI + Blackbaud CRM

Follow these steps to use your organization's Microsoft sign on to access the shared workspace on Blackbaud's Power BI tenant.

- 1. Browse to this URL: https://app.powerbi.com/home?ctid=31fa3fc8-0d67-4b00-8f5a-3a9a69c281b8
- 2. Sign in with your organization's account (i.e. the email address you used at conference registration)
- 3. Accept Blackbaud's request for permission to sign you in.

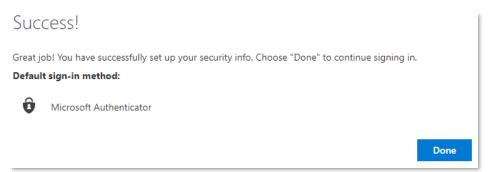


4. Set up multi-factor authentication with Blackbaud by clicking "next" and then selecting an authenticator app. Microsoft Authenticator is the default, other options are available.





5. Follow the steps to set-up authentication with your chosen app.



6. You should see this screen:

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Sample Report Rult Online	
Getting started with Power Bi Power Bi basics Sample reports How to create reports	

7. To get to our workspace, first open the featured report called "Sample Report Built Online."

This is the point where Microsoft requires you to have a user license for Power BI Pro or Power BI Premium, as this is a "bring your own license" workspace. If you do not have a user license, Microsoft will begin a sixty-day trial of Power BI Premium.

All paid Power BI features are yours for 60 days	X
Looks like you wanted to access a shared report. We've given you a free trial of Power BI p 60 days so you can navigate Power BI freely. Learn more about the <u>details of this trial.</u>	aid features for
	Got It



blackbaud

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- 8. Click on the Workspace link in the upper left corner: "bbdevdays Skills Lab: BBCRM + Power BI"

9. You should see all the workspace content and you are ready to follow-along with the lab. You may create and save reports in this workspace, just be sure to save with a unique report name.

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