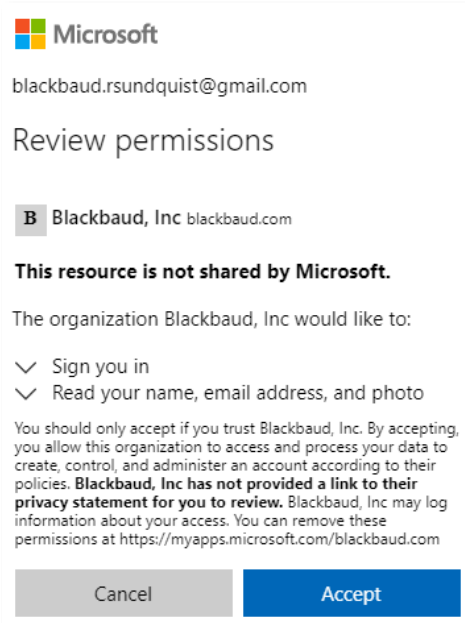


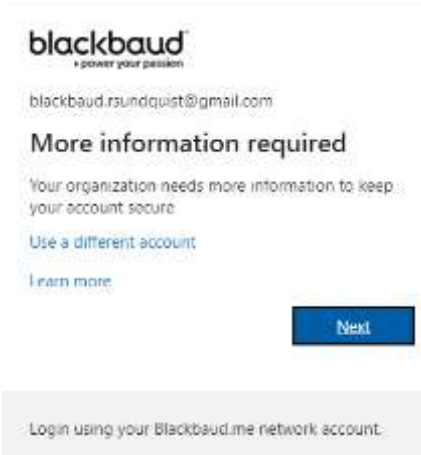
Skills Lab: Power BI + Blackbaud CRM

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

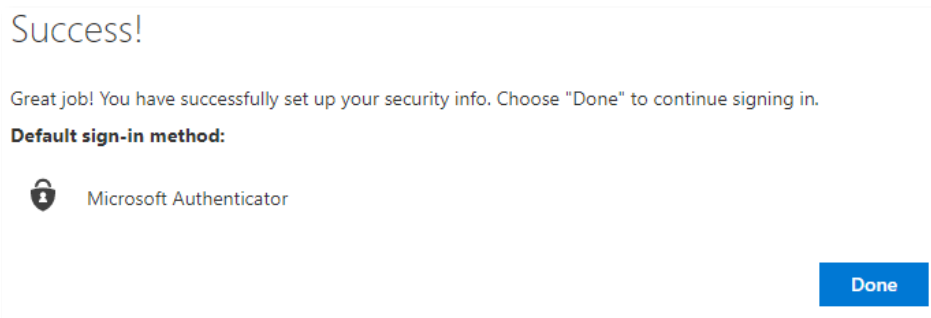
1. Browse to this URL: <https://app.powerbi.com/home?ctid=31fa3fc8-0d67-4b00-8f5a-3a9a69c281b8>
2. Sign in with your organization's account (i.e. the email address you used at conference registration)
3. Accept Blackbaud's request for permission to sign you in.



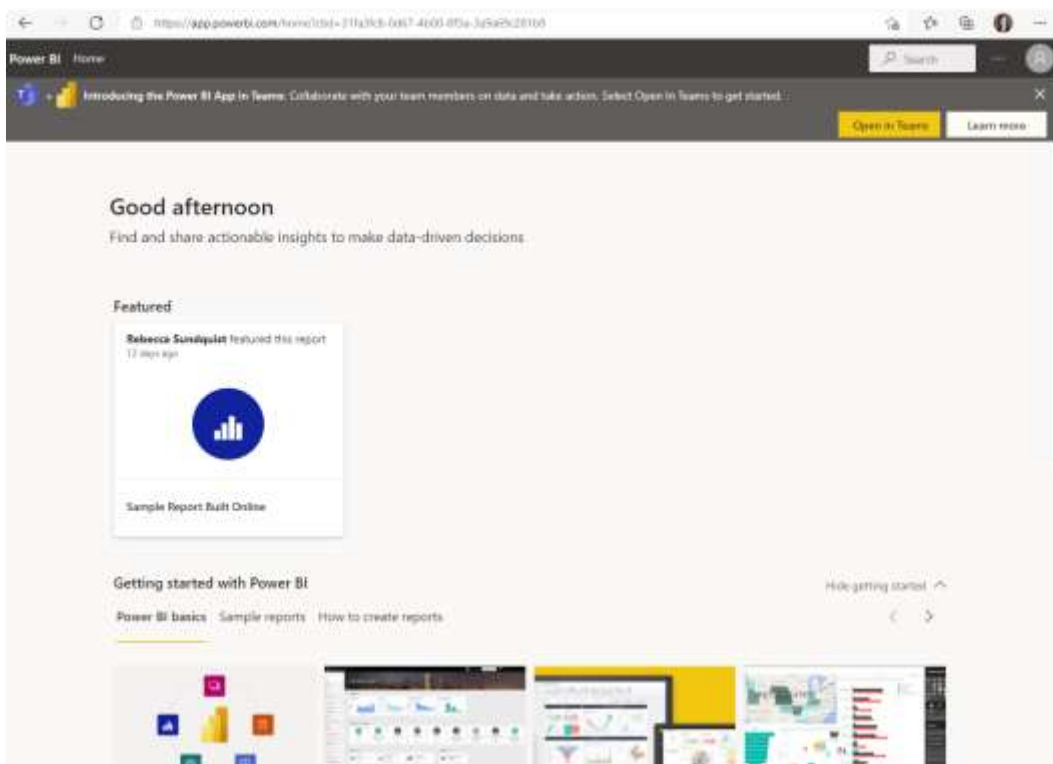
4. Set up multi-factor authentication with Blackbaud by clicking “next” and then selecting an authenticator app. Microsoft Authenticator is the default, other options are available.



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

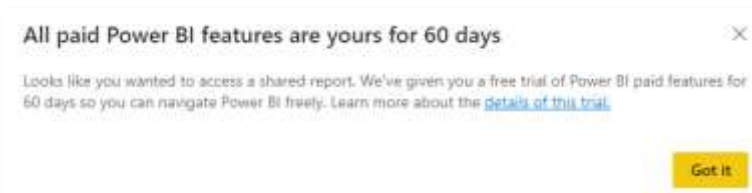


- You should see this screen:

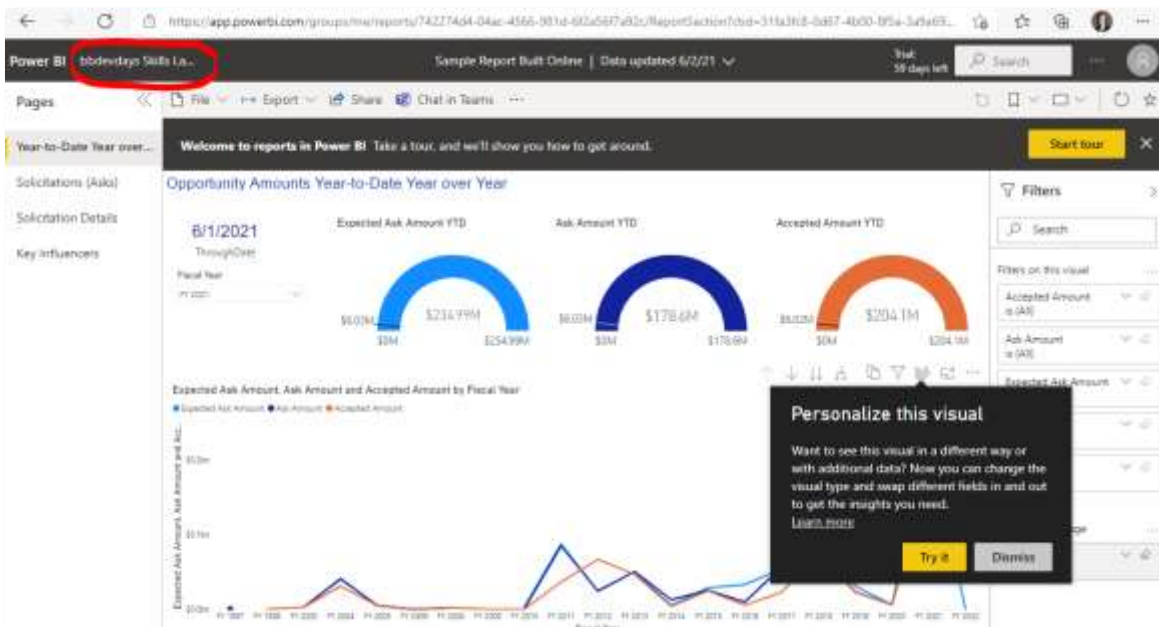


- To get to our workspace, first open the featured report called "Sample Report Built Online."

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.



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



- 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.

The screenshot shows the workspace interface with the following table of content:

Name	Type	Owner	Refreshed	Next refresh	Endorsement	Sensitivity
bbdevdays_SkillsLab	Report		6/2/21, 9:11:41 AM	—	—	—
bbdevdays_SkillsLab	Dataset	Rebecca Surryport	6/2/21, 9:11:41 AM	N/A	—	—
Proposal Pipeline	Dashboard		—	—	—	—
Sample Report Built Online	Report	bbdevdays Skills Lab	6/2/21, 9:11:41 AM	—	—	—