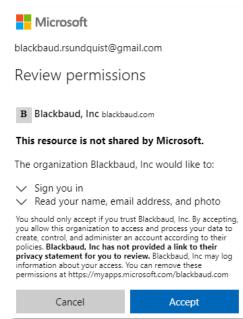
## blackbaud

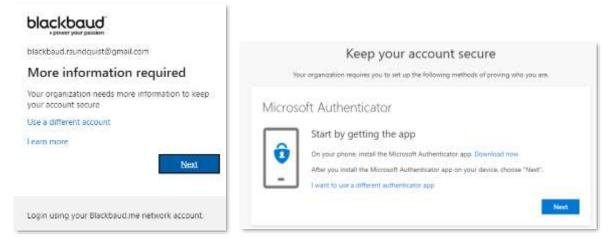
## Skills Lab: Power BI + Blackbaud CRM

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.

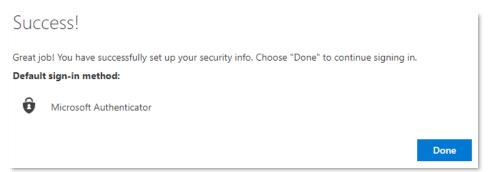


4. Set up multi-factor authentication with Blackbaud by clicking "next" and then selecting an authenticator app. Microsoft Authenticator is the default, other options are available.





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



6. You should see this screen:

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| Good afternoon<br>Find and share actionable insights to make data-driven decisions  |  |
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| To more mar   |  |
| 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<br>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.

| Power III | bbdevdays Skills Lats BECRM + Proser 81  |                      |                          |                   |                | Stid<br>Stidge laft | i 🔊         |
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| Welcom    | e to workspaces. Take a tour, and we'll show y                                   | ou how to get amund. |                          |                   |                | 1                   | Start tour  |
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| -         | Sample Report Built Online   | Report.              | Intersection Sale Late - | 1/221.01141.444   | -              | ~                   |             |

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