



## HOW TO INSTALL AN APP

Apps are basically directories that contain reports and dashboards in one place.

- Click to [Sign in to Power BI](#)

Microsoft | Power BI



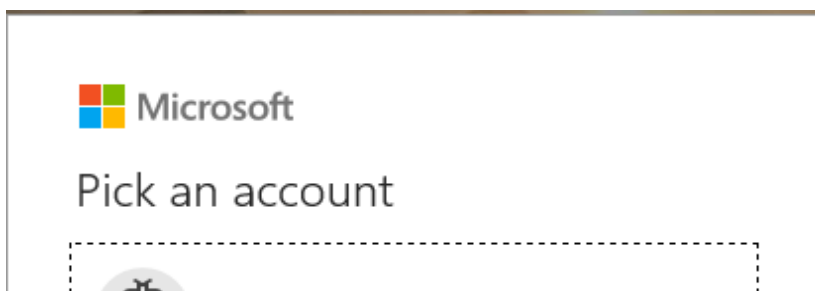
**Already have an account?**

SIGN IN

### New to Power BI?

Power BI transforms your company's data into rich visuals for you to collect and organize so you can focus on what matters to you. Stay in the know, spot trends as they happen, and push your business further.

- Click on '[Sign in](#)' which will redirect you to the Office 365 Microsoft logon page



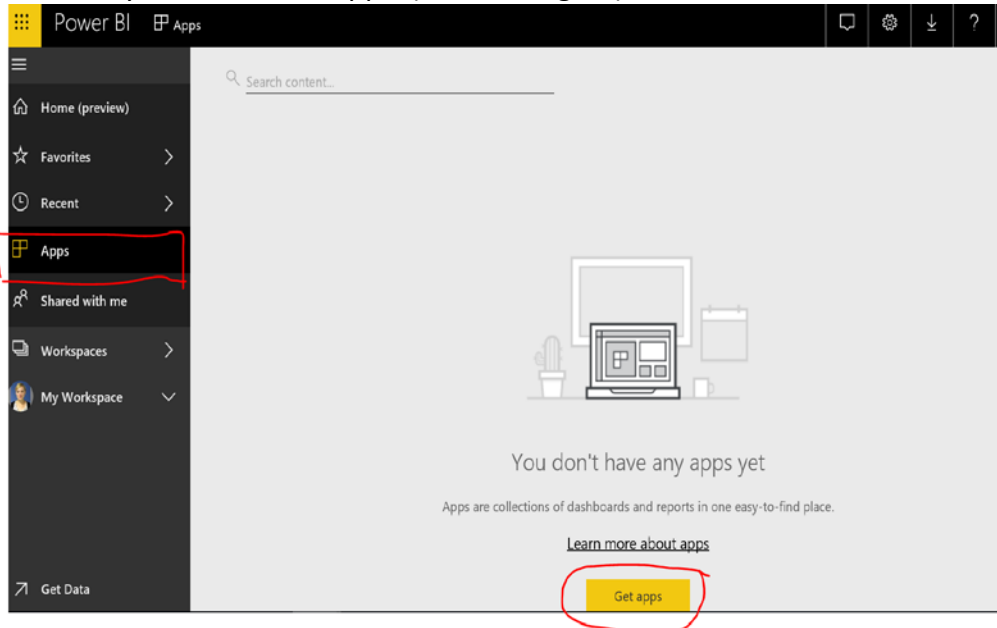
- Click on your login from 'Pick an Account' which will sign you into Unitec's Power BI
- Another way to get into Power BI is to access it through your Office 365 account and it will be located in your list of apps. Click on 'Explore all your apps' and search down the list to see the icon below.



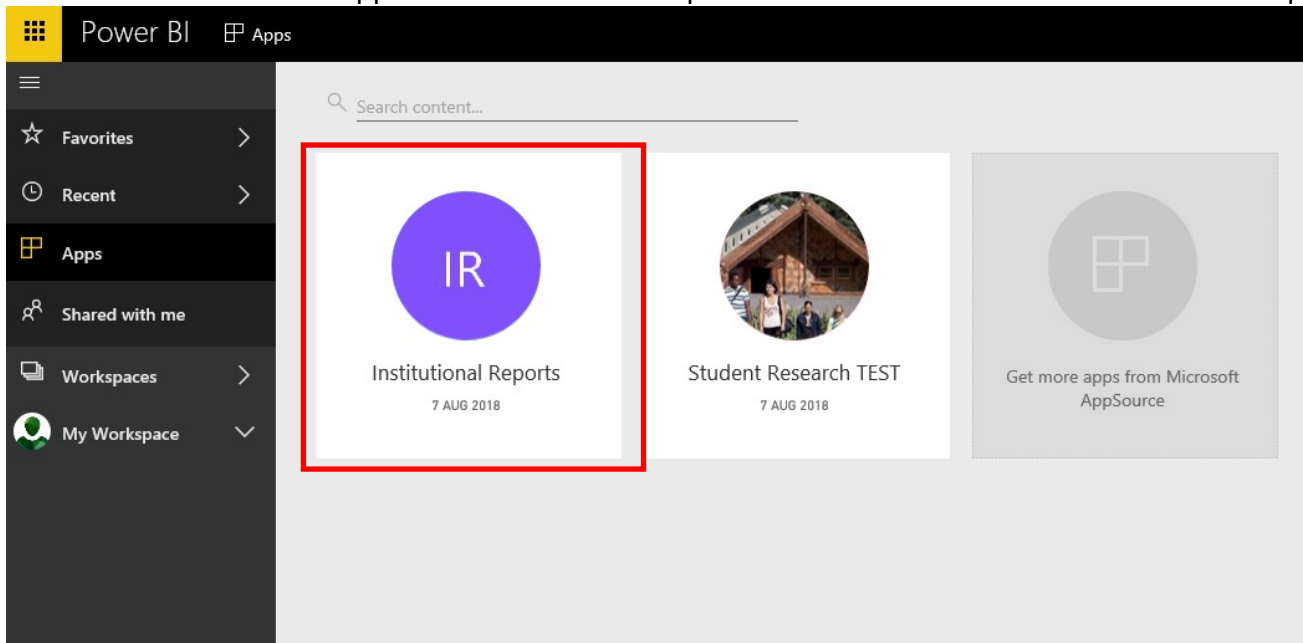
**Power BI**

Create actionable, dynamic, and engaging data dashboards to share with your company or school.

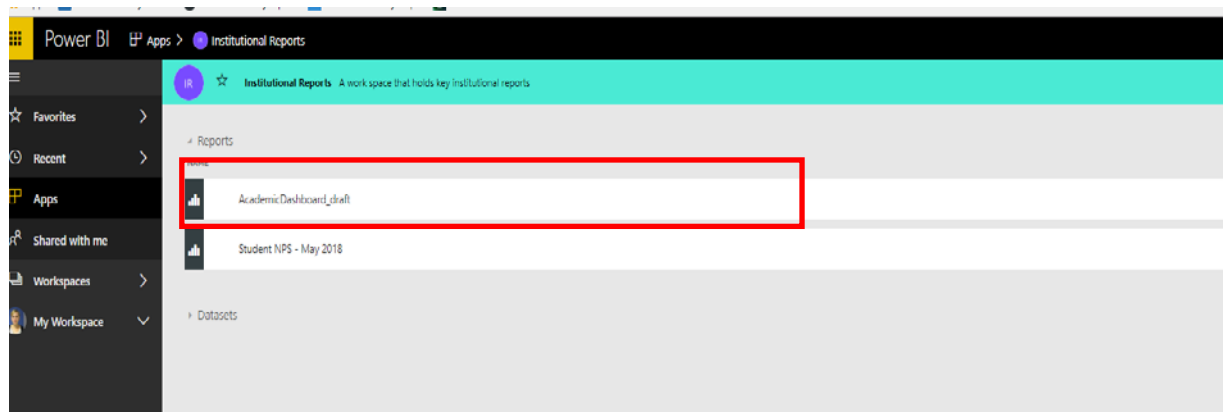
- If cannot sign in then you don't have a license and you need to contact IMS (use ASK IMS on the NEST) to obtain a license
- Once you are in Power BI for the first time, click on 'Apps' on the panel to your left and then on the yellow box 'Get apps' (see screengrab).



- A new pop up window will appear and you will be shown which Unitec apps that you have access to (based on your Power BI role)
- Click on the app called 'Institutional Reports' to access the Unitec Dashboards and Reports



- You are now in the app that contains all the dashboards and reports
- Click on any of the reports to access them



Whenever returning to Power BI you can access the reports by clicking on the 'recent' tab or 'apps'

