



# Decision Analytics & Information Management (DA&IM)

## Accessing PowerBI

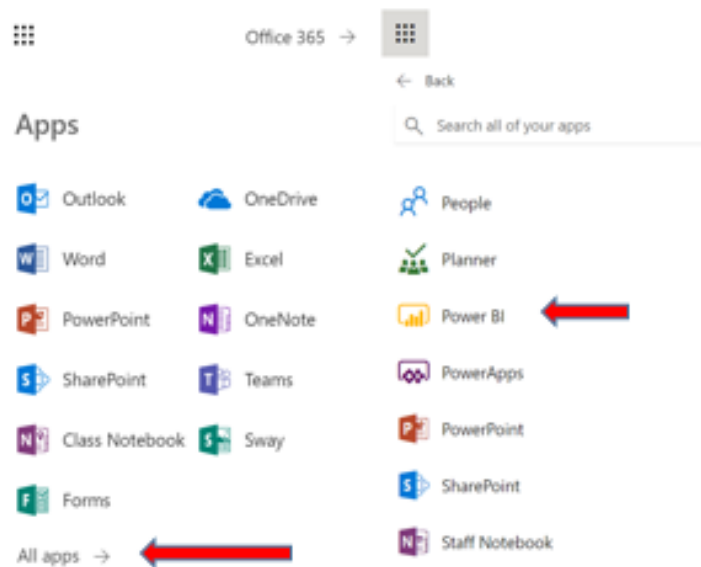
### Where to go?

You may access Power BI either through the direct link <https://app.powerbi.com/> or by using the waffle in your email.

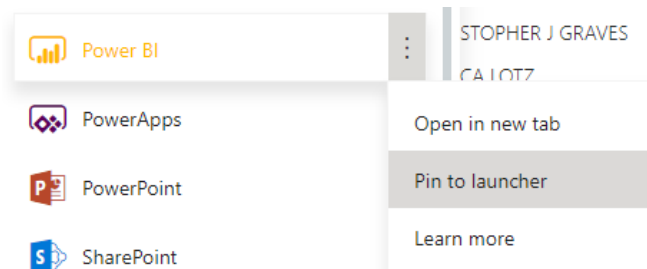
To access Outlook on Office 365, go to <https://outlook.office.com/> and sign in using your SCS credentials.



Click on the waffle in the top left corner of your screen. A menu will appear with a list of your Office 365 apps. If Power BI is not one of the listed apps, scroll down and select "All Apps". You may then search for Power BI or scroll until you find it.



For easy access to Power BI from any Office 365 app, you may pin the Power BI tile to your app launcher. Hover over the Power BI app tile, select the dots on the right, and click "Pin to launcher."



**If Power BI is not one of your available apps, please call the IT Helpdesk at 416-2700 and request that Power BI access be turned on for your account.**