Dashboard Login Instructions

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Copy the shared report link, open your browser, and paste it into a new tab.

When prompted, select your **@vcu.edu** account— **not** your **@vcuhealth.org** account.

If you logged in under your @vcuhealth.org account.

If you don't see @vcu.edu option, as in screenshot above.

Click **"Use another account"**, then enter your **@vcu.edu** email and password. You may be prompted to authenticate with **Duo Mobile**.

If you see an error message, click **"Use another account"** and sign in with your **@vcu.edu** email and password.

Once in Power BI, the app may take a moment to load. If it takes longer than 2 minutes, refresh the page.

To confirm you're signed in correctly, click the profile icon in the top right corner.

After completing these steps, the report should be visible. If you're still having access issues, submit a ticket to SOM App Services team using VCU's RamsCentral ticketing platform.

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