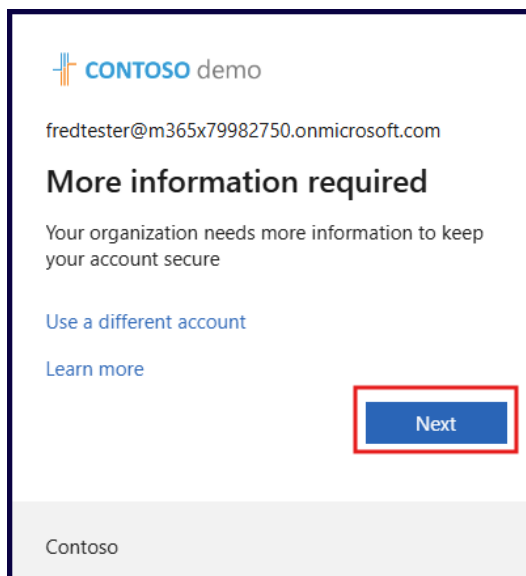


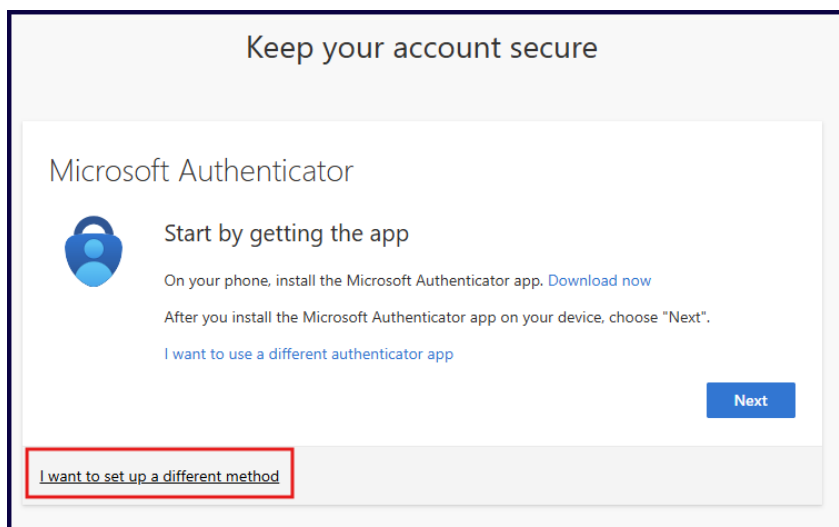
## Tenant Credential Instructions

This document will guide you to use the temporary credentials required in the Dashboard in a Day Power BI workshop.

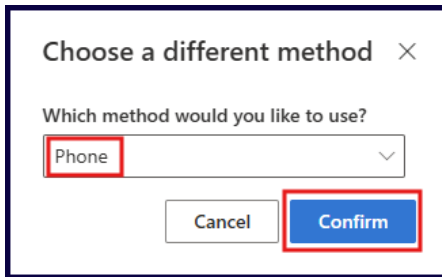
1. Find your credentials in the list distributed by your instructor (it will end in ...@M365xxx.onmicrosoft.com)
2. Open a browser in incognito mode (right click on Edge or Chrome and select “New InPrivate Window” or “New Incognito Window,” respectively).
3. Go to <https://app.powerbi.com>
4. Enter your temporary email address (refer to step 1 above) and password: PBIWorkshop!
5. On the “More information required” dialog, click Next



6. On the “Keep your account secure” page, click “I want to set up a different method.”

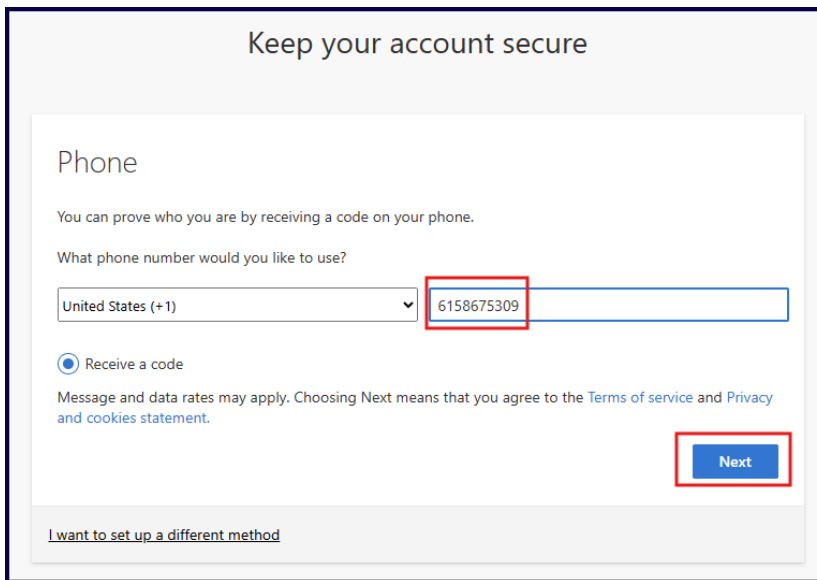


7. Select “Phone” and confirm



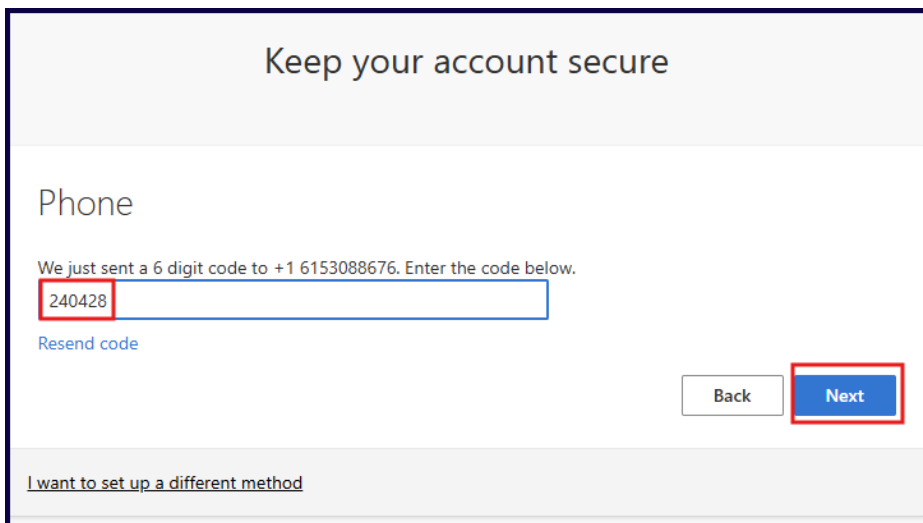
A dialog box titled "Choose a different method" with a close button (X) in the top right corner. Below the title, it asks "Which method would you like to use?". A dropdown menu is open, showing "Phone" as the selected option. At the bottom, there are two buttons: "Cancel" and "Confirm".

8. Enter your phone number and click next to receive a code.



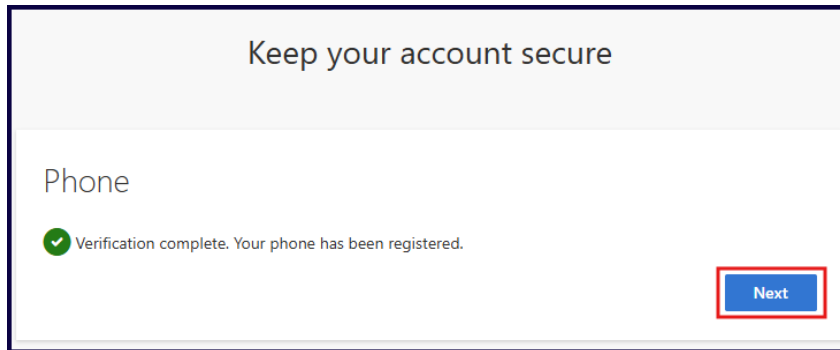
A page titled "Keep your account secure" with a sub-header "Phone". It says "You can prove who you are by receiving a code on your phone." Below this, it asks "What phone number would you like to use?". There is a dropdown menu for the country, currently set to "United States (+1)", and a text input field containing "6158675309". Below the input field, there is a radio button labeled "Receive a code" which is selected. Below that, it says "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right, there is a "Next" button. At the bottom left, there is a link: "I want to set up a different method".

9. Enter your code to confirm and click next



A page titled "Keep your account secure" with a sub-header "Phone". It says "We just sent a 6 digit code to +1 6153088676. Enter the code below." Below this, there is a text input field containing "240428". To the left of the input field, there is a link: "Resend code". At the bottom right, there are two buttons: "Back" and "Next". At the bottom left, there is a link: "I want to set up a different method".

10. Confirm the phone has been registered



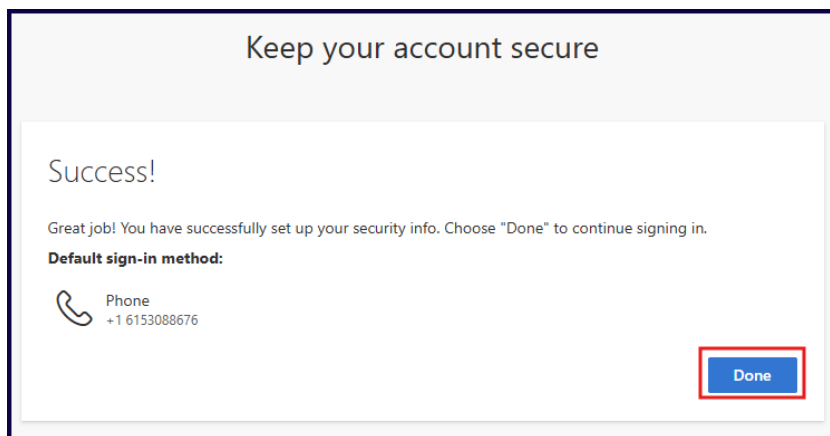
Keep your account secure

Phone

✓ Verification complete. Your phone has been registered.

Next

11. Click done to complete the signup process



Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

Phone  
+1 6153088676

Done

12. You may then be prompted to sign in again, enter your temporary email and password, then verify your identity using the text message. Finally, click Yes to stay signed in.



 **CONTOSO** demo

fredtester@m365x79982750.onmicrosoft.com

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

Contoso