When your Power BI license is instated there are handfull of different ways you may be notified.

Either :

1. You’ve been sent a welcome email like below.
2. You’ve been emailed a link to a report/dashboard that has been shared with you.
3. You’re magical and randomly sensed that you should go to the Power BI site

Most commonly you'll recieve an email like the one below welcoming you to a "Work Group" or "Workspace" specific to the manufacturing or business group you manage or belong to.

>>eMail

If you'd like you can click on the "Check out team site" link that is highlighted on the right hand side of the email. This will take you to a Sharepoint page that is dedicated to the named group and conatains collaboration tools  and storage for group artifacts. Please note that some of the site links aren't functional such as the conversations link...All in due time.

In most cases you'll first encounter a login page as seen below. If so, steer toward the upper right hand area of the page to the “Sign In” link.

 >>login

You’ll be directed to a login page where you’ll put in your Assa Abloy email and the same password you use to sign in to your computer.

>>sign in

The splash page for the portal will contain several components that direct you to different functions within the Power BI environment. For brevity I will point out the most used groups and links and cover additional features in future posts.

Head to the left side of the page and the portal options will either be expanded or collapsed. If collapsed, click on the ellipses (3 horizontal lines (1)) at the top left of the page or you can go directly to the “Workspaces” icon (2).

>>splash

Then click the workspace assigned to you e.g.- “Amer – PSG – Test” similar to what is being used for this tutorial.

>>workspace

This takes you to a page that defaults to the “Dashboard” section of the report suite. Initially, you won’t likely see the dashboard selection so head to the “Reports” section.

\* If you have been directed to the Power BI site for the first time because of

If you're wanting to go directly to the Power BI reports portal, you can click on the  blue  shape in the upper left hand area of the page which will open options for the Microsoft Store or Power BI. Click the Power BI link to be redirected to the report portal.

Once redirected