

How to login to PowerBi -

Please use these instructions to access the following reports:

1. <http://powerbi.com>
2. Click "**Sign In**" (on top right corner)
3. On your browser type
4. Type your uni@adcu.columbia.edu and Click "**Next**".
(See the screenshot below)



Sign in

someone@example.com

[Can't access your account?](#)

Back

Next

4. Now type your **UNI password** and click "**Sign In**".
(See the screenshot below)



Sign in with your organizational account

@adcu.columbia.edu

.....

Sign in

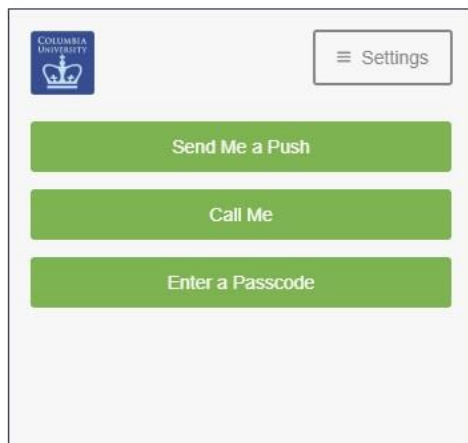
Please sign in using your **UNI@adcu.columbia.edu** credentials.

5. Confirm the duo two factor authentication
(See the screenshot below)

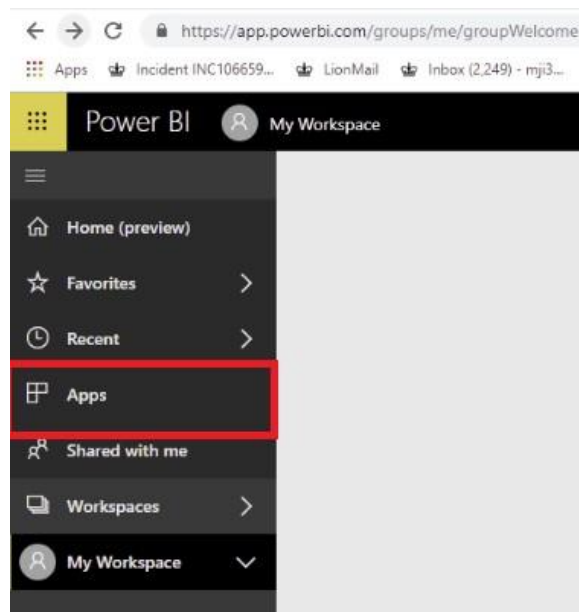


Welcome adcu\j

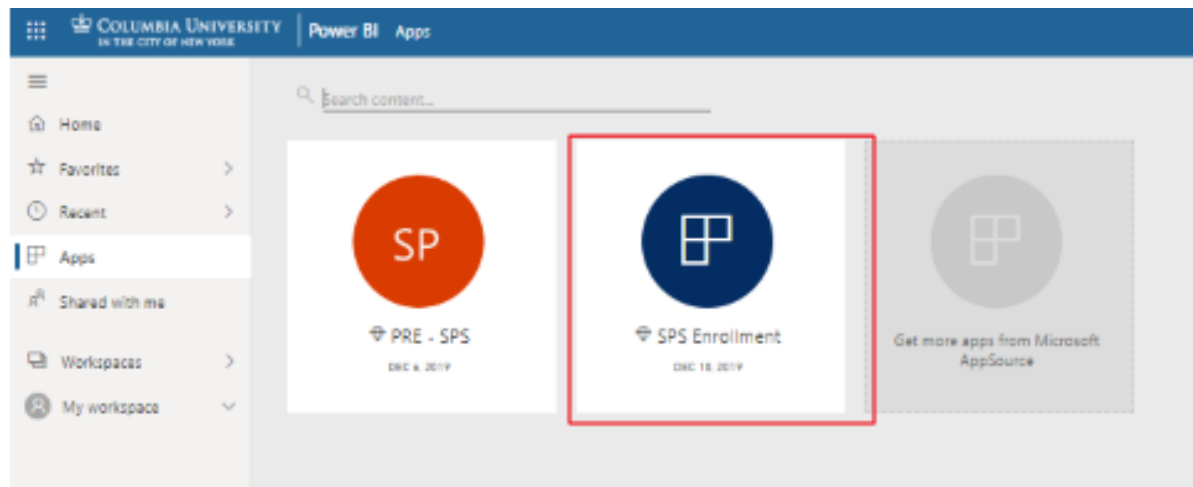
For security reasons, we require additional information to verify your account



6. Now you are connected to **PowerBI** Online. Click on “**Apps**” on the left.
(See the screenshot below)



7. Click on “**SPS Enrollment**” or any other apps available to you.



8. Now, you have access to the reports below:

1. Enrollment Management
2. Registration Management
3. Historical Enrollment

(See the screenshot below)

