

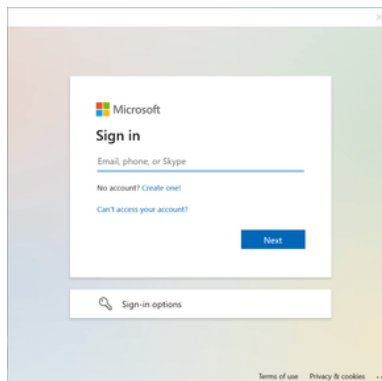


DATA WAREHOUSE: HOW TO CONNECT TO THE POWERBI COURT DASHBOARD

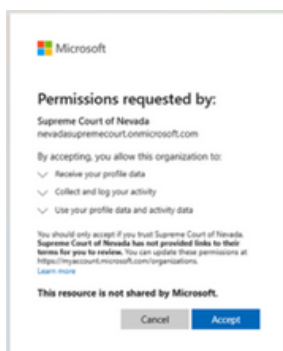
01 Each authorized user (three total if the AOC is providing Power BI license) should receive a personal email to the requested email account from the Nevada Courts Data Warehouse (NCDW) team. The email will contain a link to access the Dashboard.

02 Click the link in the email to access the Dashboard:

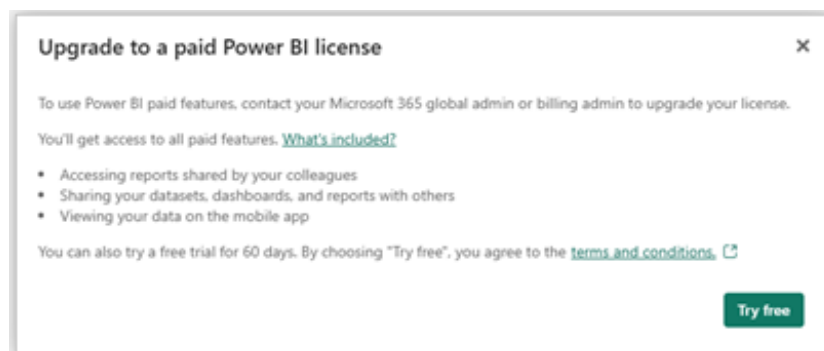
1. If you are already logged into a Microsoft (MS) 365 account, jump to Step 7.
2. If you have an MS account, but are not logged in, a Microsoft sign-in screen will appear. Enter the email and password used for your account. Jump to Step 3.
3. If you have a non-MS account (e.g., Google, Yahoo, etc.), a Microsoft sign-in screen will appear. Enter the email used for your account and click the Sign-in Options button. Jump to Step 4.



03 After signing in to MS, you may see a few additional pop-ups before the Dashboard opens. If so, click “Accept” and/or the “X” as shown below. If you have trouble advancing past these pop-ups, let the NCDW team know. Jump to Step 7.

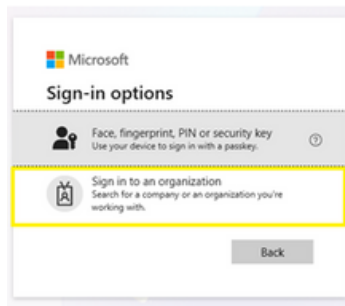


Click “Accept”

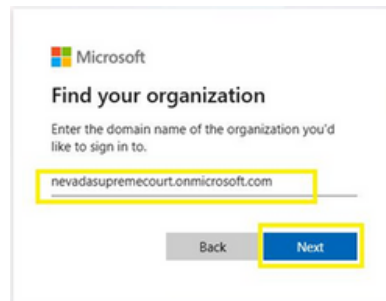


Click the X in the upper right corner to bypass this option

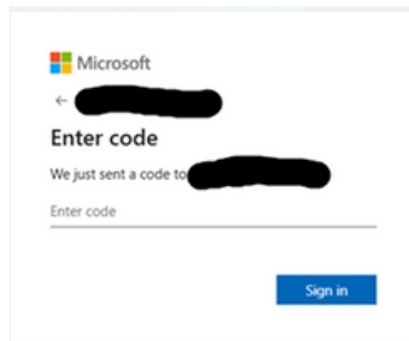
04 Click “Sign in to an organization.” Continue to Step 5.



05 Enter “nevadasupremecourt.onmicrosoft.com” on the line (without quotes) and click Next. Continue to Step 6.



06 A code will be sent to your email address. Enter the code in the next popup and click Sign in. Jump back to step 2.2.



07 A new tab will open in your default browser with the PowerBI Dashboard web app. In the center of the Dashboard, select the Court dropdown menu and verify your court is listed. Favorite this page or add the site to your bookmarks to easily access the Dashboard.

