

## Accessing the Equity Scorecard – “How To”

The following instructions will allow you to access to the Equity Scorecard, which is included in a Power BI app entitled ‘Minnesota State Equity Scorecard’. You will only need to complete the following steps one time to obtain access to the Equity Scorecard.

There are two key actions for obtaining access to the Equity Scorecard

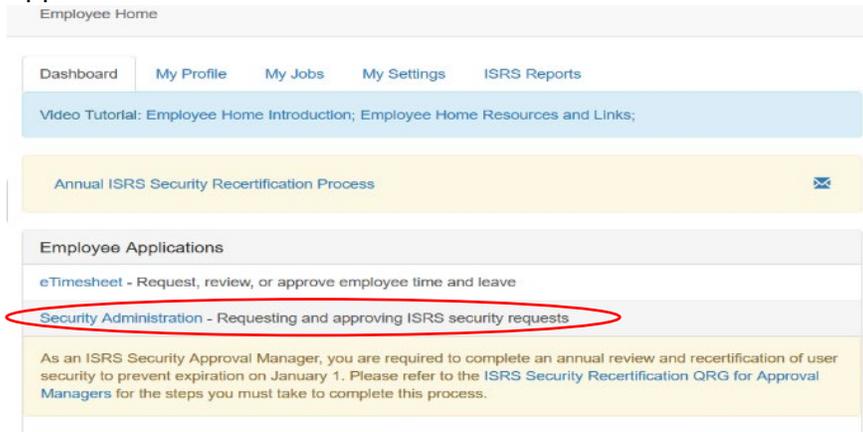
- Requesting Security Access; and
- Accessing the Equity Scorecard in PowerBI

An Accompanying video overview on requesting report access is [available online](#) on the IT Connect SharePoint Site.

### Action 1: Request Security Access

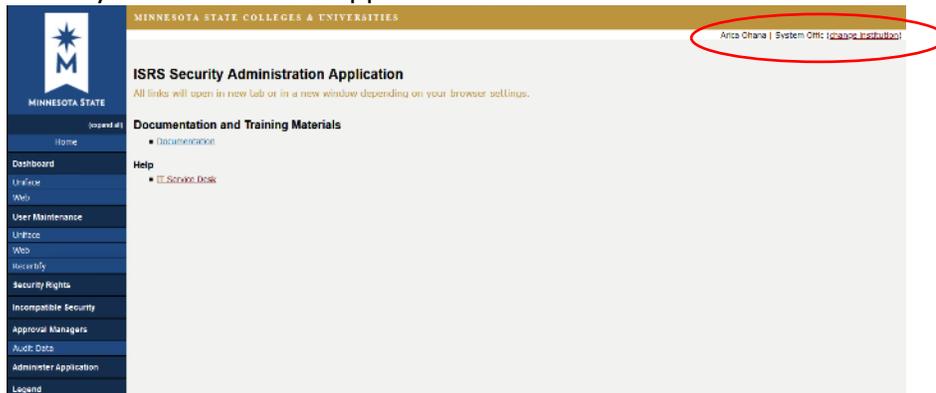
There are eight (8) steps for requesting security access listed out below.

**Step 1:** Login to [Employee Home](#) and access Security Administration under Employee Applications

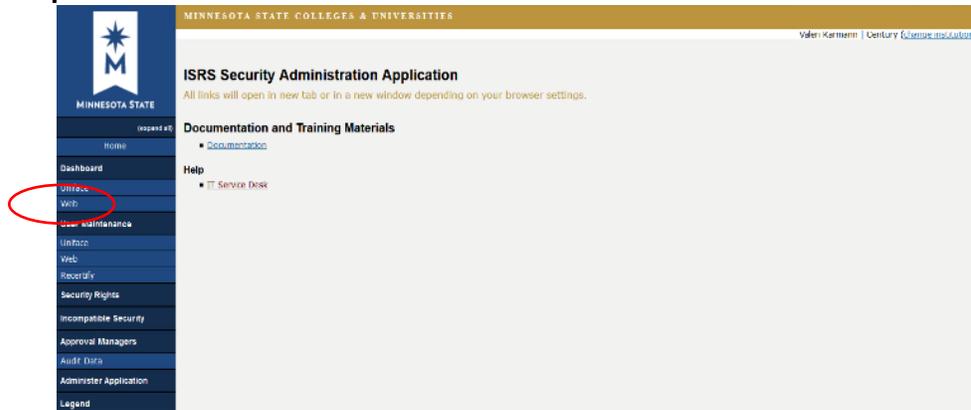


*Note: If you are working remotely, you will need to utilize the virtual desktop environment (VDI) application VMware Horizon Client on your computer to access the Security Admin tool above.*

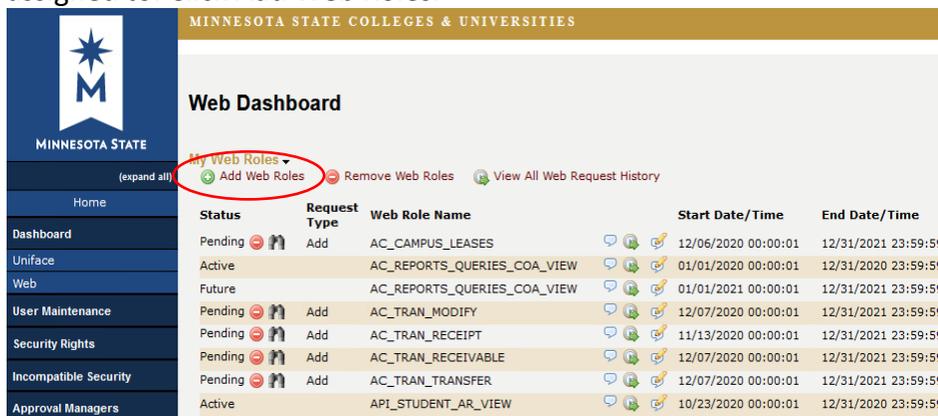
**Step 2:** Once you are logged in, select which institution you are wanting to request your security access for in the upper left corner



**Step 3: Access the Web Dashboard**

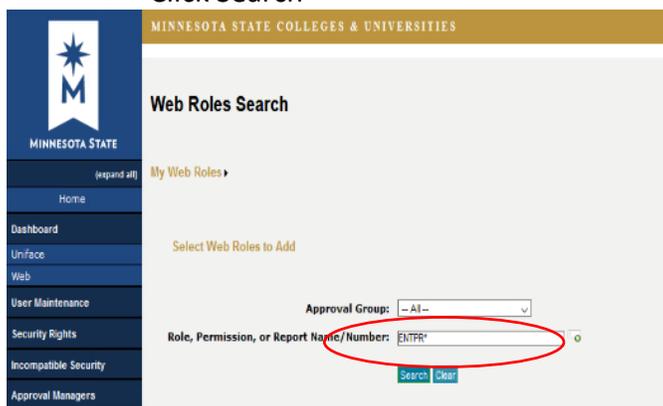


**Step 4: ‘My Web Roles’ section displays a list of all security roles that you are already assigned to. Click Add Web Roles.**



**Step 5: Requesting Web Role**

- Leave Approval Group as ‘-All-’
- Enter ‘ENTPR’ in the Role, Permission, or Report Name/Number
- Click Search



**Step 6:** Select the associated check box(es) for the Equity Scorecard, which is titled ‘ENTPR\_RPTG\_EQ\_SCORECARD’ and select ‘Add Checked Web Roles’.

- ‘ENTPR\_RPTG\_EQ\_SCORECARD\_RES’ – this role should be used by individuals on a campus who will need access only to data for their campus
- ‘ENTPR\_RPTG\_EQ\_SCORECARD\_RES\_SW’ - this role should be used by individuals in the system office who will need access to data for all campuses (NOTE: If your StarID is affiliated with a campus, you will only be able to access data for campuses that you are affiliated with; selecting the SW security role will not grant you greater access.)

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Web Roles Search

My Web Roles

Select Web Roles to Add

Approval Group: [All]

Role, Permission, or Report Name/Number: [ENTPR]

Search [Clear]

61 Web Roles found.

Web Role Name	Description	Approval Group	Web Permissions / Reports
<input type="checkbox"/> ENTPR_RPTG_ACAD_PROG_LOW	PBI Academic Programs Low	EntprData: Academic Progs	
<input type="checkbox"/> ENTPR_RPTG_ACAD_PROG_LOW_SW	PBI Academic Programs Low SW	EntprData: Academic Progs SW	
<input type="checkbox"/> ENTPR_RPTG_CUST_TRN_HIGH	PBI Customized Training High	EntprData: Customized Train	
<input type="checkbox"/> ENTPR_RPTG_CUST_TRN_HIGH_SW	PBI Customized Train High SW	EntprData: Customized Train SW	
<input type="checkbox"/> ENTPR_RPTG_DEGREE_AUDIT_RES	PBI Degree Audit Restricted	EntprData: Degree Audit	
<input type="checkbox"/> ENTPR_RPTG_DEGREE_AUDIT_RES_SW	PBI Degree Audit Restricted SW	EntprData: Degree Audit SW	
<input type="checkbox"/> ENTPR_RPTG_DEVLPK_INSTITUTION	PBI Dev Environment w/RLS	ITS Dev-Test	
<input type="checkbox"/> ENTPR_RPTG_DEVLPK_SYSTEMWIDE	PBI Dev Environment SW	ITS Dev-Test	
<input type="checkbox"/> ENTPR_RPTG_EMPL_COMP_HI	PBI Empl Comp High	EntprData: Finance	
<input type="checkbox"/> ENTPR_RPTG_EMPL_COMP_HI_SW	PBI Empl Comp High SW	EntprData: Finance SW	
<input checked="" type="checkbox"/> ENTPR_RPTG_EQ_SCORECARD_RES	PBI Equity Scorecard	EntprData: Equity Scorecard	
<input checked="" type="checkbox"/> ENTPR_RPTG_EQ_SCORECARD_RES_SW	PBI Equity Scorecard SW	EntprData: Equity Scorecard SW	
<input type="checkbox"/> ENTPR_RPTG_FACILITIES			
<input type="checkbox"/> ENTPR_RPTG_FACILITIES_SW			
<input type="checkbox"/> ENTPR_RPTG_FINANCE_TAX			
<input type="checkbox"/> ENTPR_RPTG_FINANCE_TAX_SW			
<input type="checkbox"/> ENTPR_RPTG_FINANCIAL_RPTG	PBI Financial Reporting	EntprData: Financial Rptg	
<input type="checkbox"/> ENTPR_RPTG_FINANCIAL_RPTG_SW	PBI Financial Reporting SW	EntprData: Financial Rptg SW	
<input type="checkbox"/> ENTPR_RPTG_FINRECIP_RES	PBI Fin Recip and Tuition	EntprData: Finance	

**Long Description:** This role allows access to the reports in the Minnesota State Equity Scorecard application of Power BI for a single institution. The data classification of these reports is restricted and they are intended for System Office - Office of Equity and Inclusion staff.

**Step 7:** Confirm your request and enter a comment as to what you need to accomplish in your job that requires you to have access to the report

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Request to Add Web Roles

My Web Roles

Confirm Web Role Start/End Dates and/or Add Comments

Overlapping date ranges found for ENTPR\_RPTG\_ACAD\_PROG\_LOW.

Web Role	Start Date/Time	End Date/Time	Comment
<input checked="" type="checkbox"/> ENTPR_RPTG_ACAD_PROG_LOW	12/31/2020	12/31/2021	
<input checked="" type="checkbox"/> ENTPR_RPTG_CUST_TRN_HIGH	12/31/2020	12/31/2021	
<input checked="" type="checkbox"/> ENTPR_RPTG_DEGREE_AUDIT_RES	12/31/2020	12/31/2021	

Add Additional Web Roles

Save Cancel

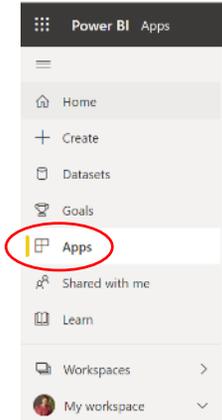
**Step 8:** After you complete your request, wait for it to be approved. You will receive an email when this occurs.

## Action 2: Log in to PowerBI and add the Equity Scorecard App

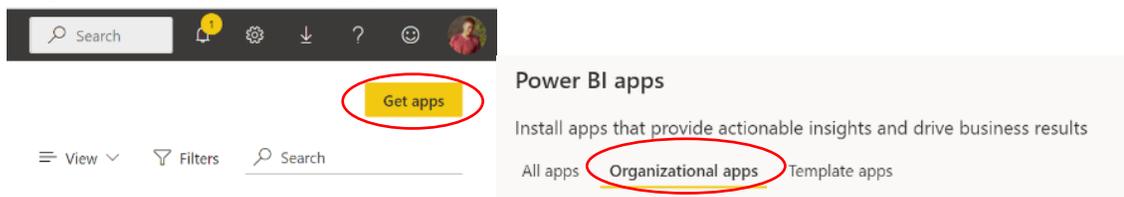
**Step 9:** Once you receive notice that you have gained security access to the report, log in to PowerBI using your starID on the web at <https://powerbi.microsoft.com/en-us/landing/signin/>

Note: You do NOT need a Pro license to access Enterprise reports, but you will need to log in to PowerBI through your Microsoft 365 portal.

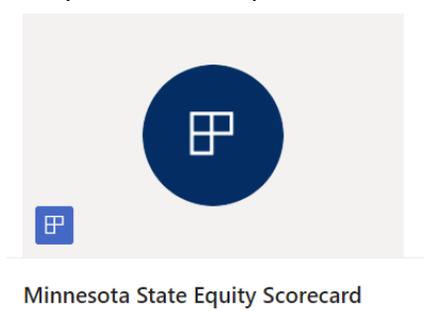
**Step 10:** Within PowerBI, click on the Apps menu on the left-hand side of the screen



**Step 11:** Click the yellow ‘Get apps’ button in the upper right corner of the screen, then select ‘Organizational Apps’ in the popup.



**Step 12:** Select the ‘Minnesota State Equity Scorecard. Once you click the app, it will load and you can now open it to access the report.



**You only need to complete the above steps one time. Once you do, you can login to [Power BI](#) and click on apps. You will then see the Minnesota State Equity Scorecard app and can access it as needed.**