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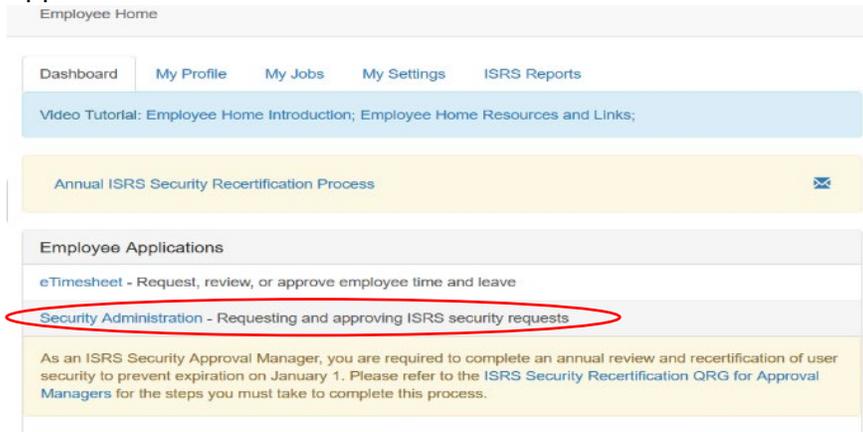
Note: If you are working remotely, you will need to utilize the virtual desktop environment (VDI) application VMware Horizon Client on your computer to access the Security Admin tool above.

Step 2:   Once you are logged in, select which institution you are wanting to request your security access for in the upper left corner
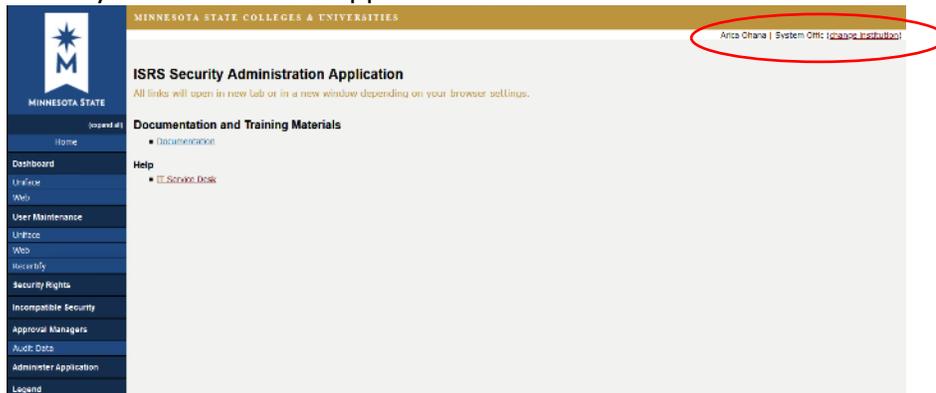
Step 3: Access the Web Dashboard
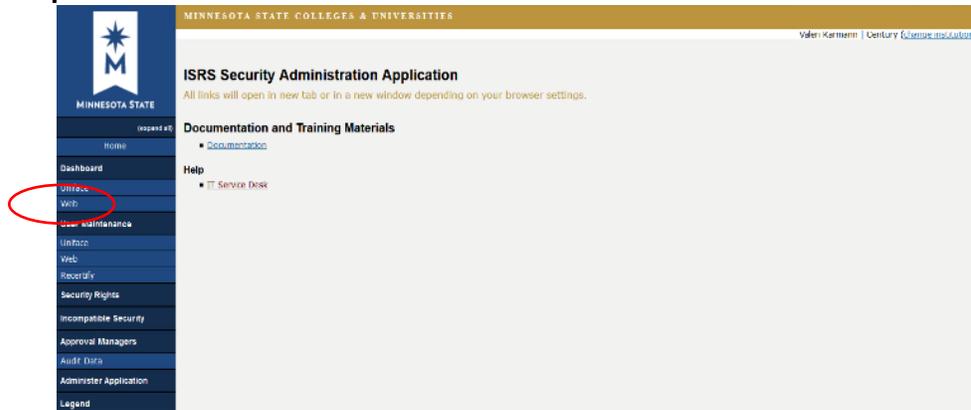
Step 4: 'My Web Roles' section displays a list of all security roles that you are already assigned to. Click Add Web Roles.
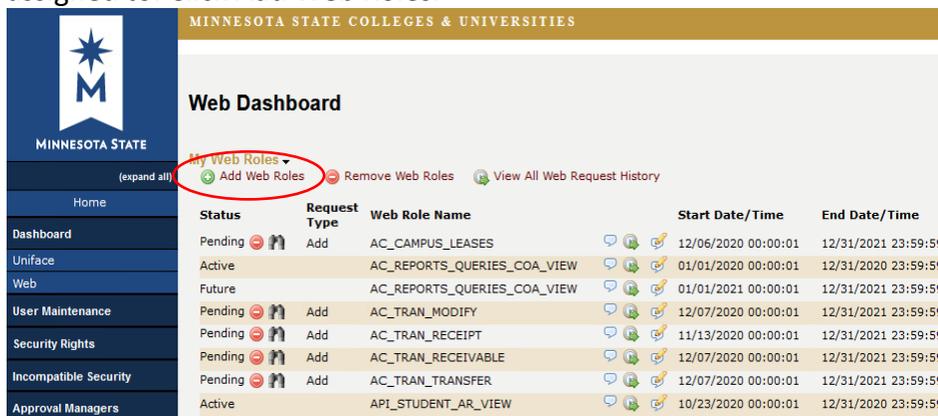
Step 5: Requesting Web Role
- Leave Approval Group as '-All-'
- Enter 'ENTPR' in the Role, Permission, or Report Name/Number
- Click Search
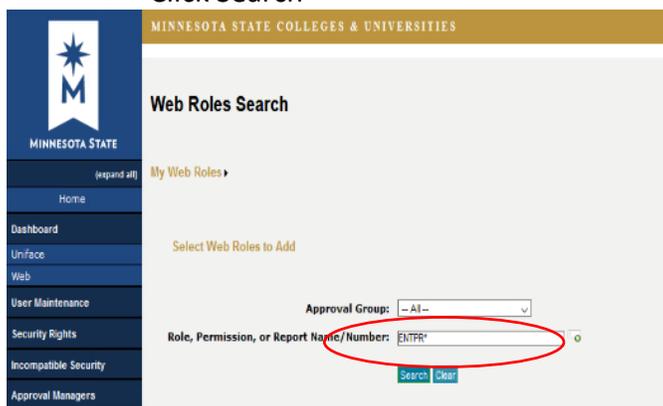
Step 6: Select the associated check box(es) for the Equity Scorecard, which is titled 'ENTPR_RPTG_EQ_SCORECARD' and select 'Add Checked Web Roles'.

- '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.)

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

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 your 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
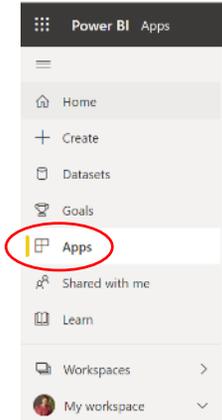
Step 11: Click the yellow 'Get apps' button in the upper right corner of the screen, then select 'Organizational Apps' in the popup.
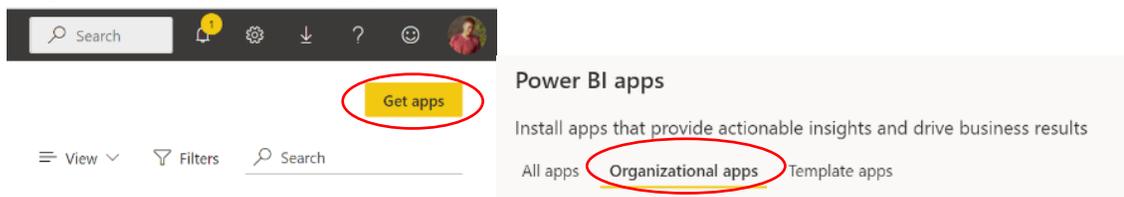
Step 12: Select the 'Minnesota State Equity Scorecard. Once you click the app, it will load and you can now open it to access the report.

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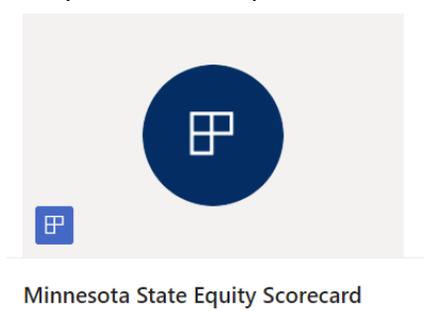
You only need to complete the above steps one time. Once you do, you can login to Power BI and click on apps. You will then see the Minnesota State Equity Scorecard app and can access it as needed.