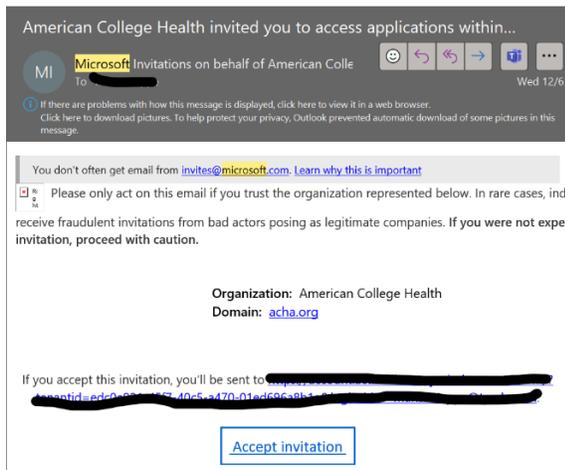


Hello!

By now, you should have received an email from ACHA regarding the College Health & Well-Being Data Hub (“Data Hub”) launch on Power BI. To log into the Data Hub, a new Microsoft365 ACHA account has been created for you. The steps below detail how to sign into Power BI using your M365 ACHA account.

You should have received an email from Microsoft (see screenshot below). You will need to click **“Accept Invitation”**. If you did not receive this email, please check your spam folder.



To sign into Power BI, go to the Power BI website:

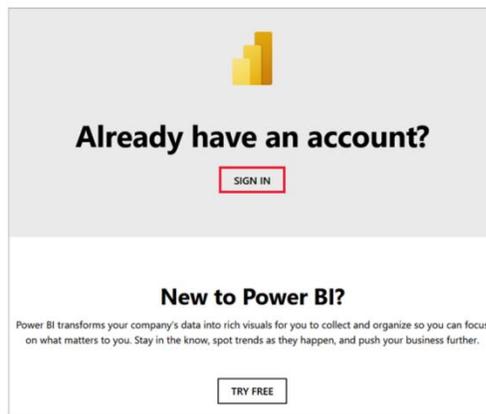
<https://app.powerbi.com/Redirect?action=OpenApp&appId=a723ba6d-c2f3-46bc-95c3-778ae71c0bb6&ctid=edc0e921-45f7-40c5-a470-01ed696a8b1e>

(Please note that we recommend using an “In Private” browser window. In Microsoft Edge, this can be done by pressing Ctrl+Shift+N. This step may not be required, based on your institution’s browser configuration.)

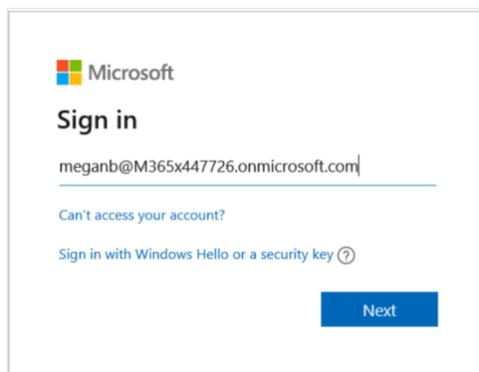
(see screenshot below).



The first time you sign in, Microsoft will ask if you already have a Microsoft 365 account (which has recently been created for you). Please select **SIGN IN**.



Sign into your new account using your institution's credentials. These are just your standard work credentials.

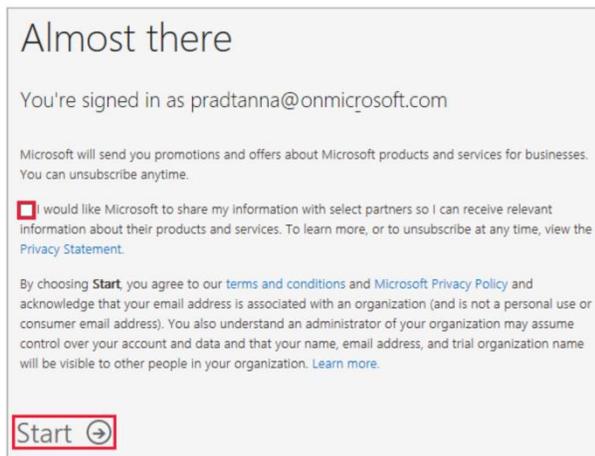


On the next page, 'Action Required', click '**Next**' to connect your Microsoft Authenticator to your account. You can use the same Microsoft Authenticator that you use for other

accounts. (Note: other authentication apps may be utilized, based on your institutional standard.)

Follow the steps provided to finish setting up your Authenticator, and to set up your cell phone number as an alternate way to access your account. When you get to the dialog '**Stay signed in**', click 'Yes' to complete this account setup process.

Lastly, review the terms and conditions. If you agree, select the checkbox, and then select **Start**.



You should now be logged into the ACHA Data Hub Microsoft Power BI tool! [For easier sign-on in the future, we recommend that you bookmark the Data Hub page.](#)

If you have any questions or problems setting up your new password, please contact the Tyrula Help Desk at helpdesk@tyrula.com for assistance.

Thanks!

Helpdesk Helpdesk@tyrula.com