QUICK GUIDE: Getting Started

Signing Into UWBI

1. Go to UWBI PROD: https://uwbi.wisconsin.edu
2. Sign in using your Institution Credentials
3. Enter Your One Time Password (OTP) and Click the Continue Button:

NOTE: If you don’t have a OTP, go to the DoIT Help Desk at: https://kb.wisc.edu/helpdesk/page.php?id=34858 and follow the steps to acquire one. You can request HRS~IR EPM All NS Query Library (Non-Sensitive) or HRS~IR EPM HR Sensitive Query Library (Sensitive) roles.

4. Once acquired, access the UWBI Shared Queries Multi Factor Authentication (MFA) OTP provided.

5. You will be prompted to the UWBI Homepage:

6. You can now navigate, export, customize, create favorites and much more. For additional training materials and resources visit: www.wisconsin.edu/bi/resources.

Signing out of UWBI

1. Sign out by going to the top right corner and click on the Sign Out link. You will receive a confirmation message that you have successfully signed out and be provided with a link to sign in again.

Contact us at: uwbi@uwsa.edu
Visit us at: www.wisconsin.edu/bi