## **UN BUSINESS INTELLIGENCE**

## **QUICK GUIDE: Getting Started**

Signing Into UWBI

- 1. Go to UWBI PROD: <u>https://uwbi.wisconsin.edu</u>
- 2. Sign in using your Institution Credentials



3. Enter Your One Time Password (OTP) and Click the Continue Button:

VERSITY OF OMEN SYSTEM WW Digital ID		
Additional Login Required	every evice to continue.	
Did you forget your device today? Request a Temporary Password Having trouble logging in with your device? Click here for help > Don't have a device? Request a One Time Password Device >	3	- 1

**NOTE:** If you don't have a OTP, go to the DoIT Help Desk at: <u>https://kb.wisc.edu/helpdesk/page.php?id=34858</u> 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.  Once acquired, access the UWBI Shared Queries Multi Factor Authentication (MFA) OTP provided.



5. You will be prompted to the UWBI Landing Page:

WBI Landing Page		Home Catalog Favorites 🕶	Deshboards ▼ Nex ▼ Open ▼ Signed in As consker@unesa.edu ▼
WW BUSINESS INTELLIGENC	F		
Welcome to the UWBI Production site! For current updates, events, resources,	announcements, and support; go to the UV/BI Homepage UV/BI Homepage HERE.		
Available Dashboards			
Human Resources and Finance	UW Eau Claire	UW Green Bay	UW La Crosse
UNIVERSITY OF WISCONSIN SYSTEM	University of Wisconsin Eau Claire	UNIVERSITY OF WISCONSIN GREEN BAY	UNIVERSITY of WISCONSIN LA CROSSE
UW Madison	UW Milwaukee	UW Oshkosh	UW Parkside
			UNIVERSITY OF PARKSIDE
UW Platteville	UW River Falls	UW Stevens Point	UW Stout
P UNIVERSITY OF WISCONSIN PLATTEVILLE	River Falls	University of Wisconsin Stevens Point	STORE TO THE AND
UW Superior	UW Whitewater	UW CDR	Student Sample
Superior	Whitewater	UNIVERSITY OF WISCONSIN SYSTEM	SAMPLE

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VIP Access

CREDENTIAL ID

SECURITY CODE

Symantec, VI

SYMC #######

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

## Signing out of UWBI

 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: <u>uwbi@uwsa.edu</u> Visit us at: <u>www.wisconsin.edu/bi</u> <u>06.11.2019</u>