

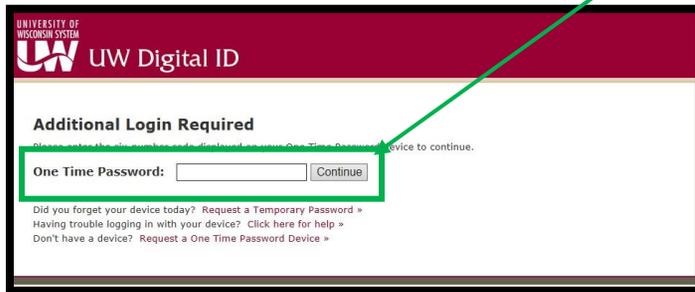
QUICK GUIDE: Getting Started

Signing Into UWBI

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

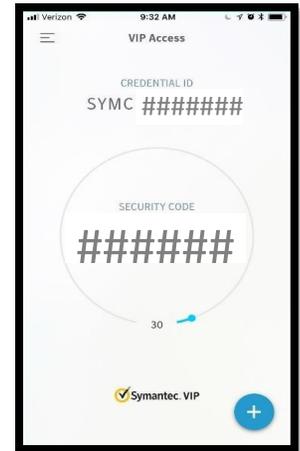


3. Enter Your One Time Password (OTP) and Click the Continue Button:

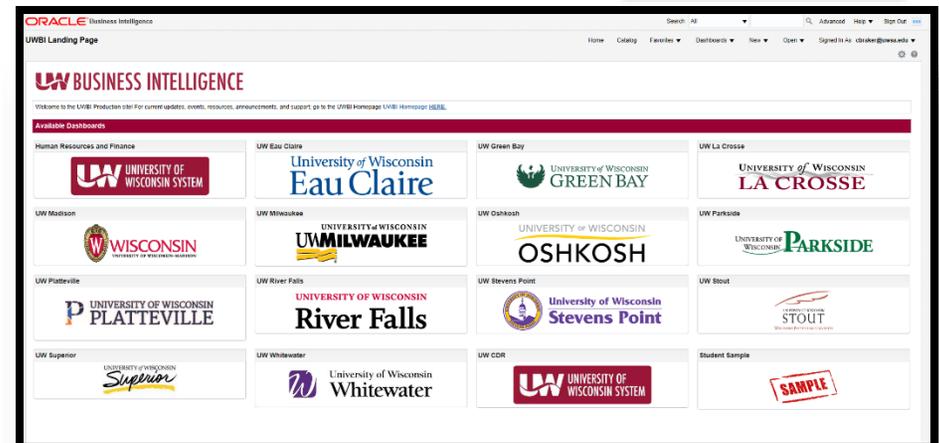


NOTE: If you don't have a OTP, go to the DoIT Help Desk at: <https://kb.wisc.edu/helpdesk/page.php?id=34858> and follow the steps to acquire one. You can request HRS~IR EPM All NS Query Library (Non-Sensitive) or HRS~IR EPM HR Sensitive Query Library (Sensitive) roles.

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



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



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
06.11.2019