

# How to Access WTCS Power BI Reports

Note: A college [data access coordinator](#) must submit an access request on your behalf before Power BI report permissions will be assigned to your account. You also need a Power BI Pro License either through a Power BI Pro add-on license or a Microsoft 365 A5 license.

1. If a new account needs to be created for you, you will receive an invitation email. You need to select the “Accept invitation” link in the email.

If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=cbb68fc4-9dc5-4784-bfc5-fd3d49dcf8bb>.

[Accept invitation](#)

2. When you get to the permissions request, select Accept.

## Permissions requested by:

Wisconsin Technical College System  
wtcsb.onmicrosoft.com

By accepting, you allow this organization to:

- Receive your profile data
- Collect and log your activity
- Use your profile data and activity data

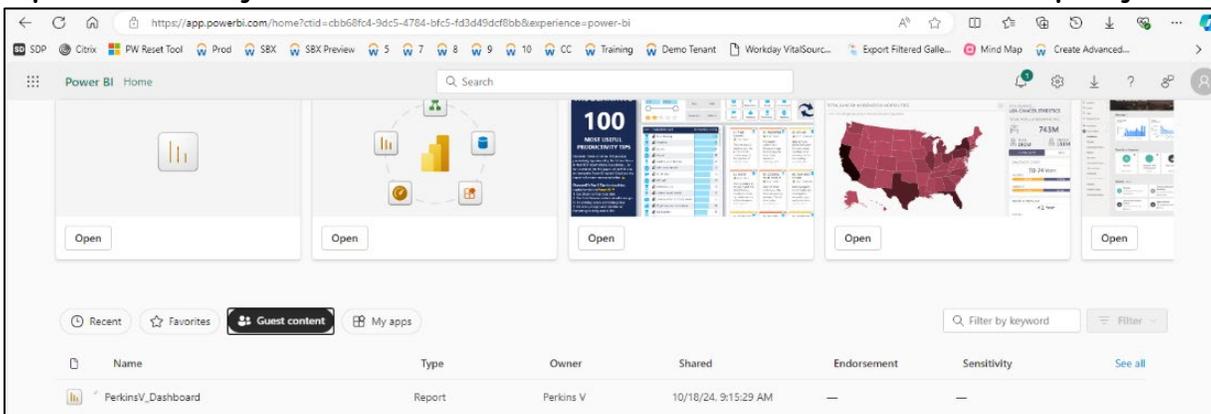
You should only accept if you trust Wisconsin Technical College System. Wisconsin Technical College System has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>.  
[Learn more](#)

This resource is not shared by Microsoft.

Cancel

Accept

3. If you get sent to an Apps dashboard, go to this link to get redirected to the WTCS tenant: <https://app.powerbi.com/home?ctid=cbb68fc4-9dc5-4784-bfc5-fd3d49dcf8bb>. You should see the reports to which you have access listed under Guest content. Select the report you want to view.



The screenshot shows the Power BI Home page with a search bar and navigation tabs. The 'Guest content' tab is selected, displaying a list of reports. The table below shows the details of the reports listed.

Name	Type	Owner	Shared	Endorsement	Sensitivity	See all
PerkinsV_Dashboard	Report	Perkins V	10/18/24, 9:15:29 AM	—	—	

4. After reviewing a report from the WTCS tenant this way, you should now be able to view shared reports from Power BI in your own tenant. They will be listed in the “From external orgs” section. (Note: You might have to log out and log back in to your Power BI for permissions to update and for the “From external orgs” section to show.)

Name	Type	Opened	Location	Organization
My workspace	Workspace		My workspace	IW Mentor Power Hour
PerkinsFiveConcentrators	Semantic model		Datasets	Wisconsin Technical College System
PerkinsV_Dashboard	Semantic model		Perkins V	Wisconsin Technical College System
PerkinsFiveTargets	Semantic model		Datasets	Wisconsin Technical College System
Perkins V	Workspace		Perkins V	Wisconsin Technical College System
My workspace	Workspace		My workspace	Wisconsin Technical College System
PerkinsV_Dashboard	Report	2 minutes ago	Perkins V	Wisconsin Technical College System
My workspace	Workspace		My workspace	Northeast Wisconsin Technical College

5. If you only have access to WTCS Power BI Dashboards, know that you will still receive an account as well to our WTCS Portal and an automated email about this. You can disregard this email. The WTCS Portal account just allows Data Access Coordinators to view who has permissions for the WTCS Power BI Dashboards. If you do follow the steps of this automated email, you will receive the following error, which is to be expected and is working as normally.

