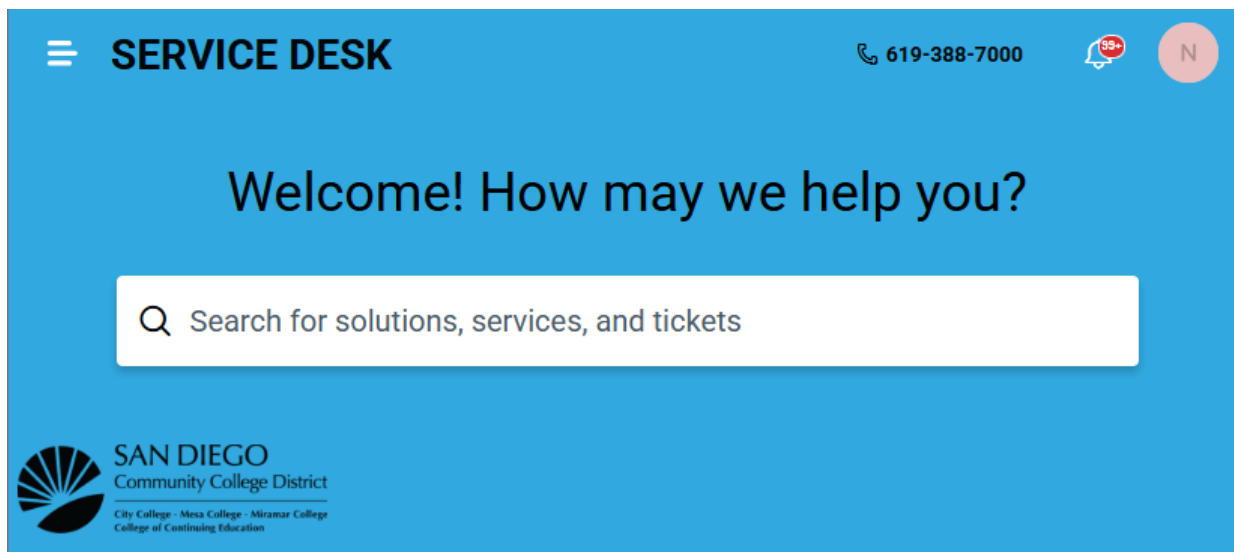


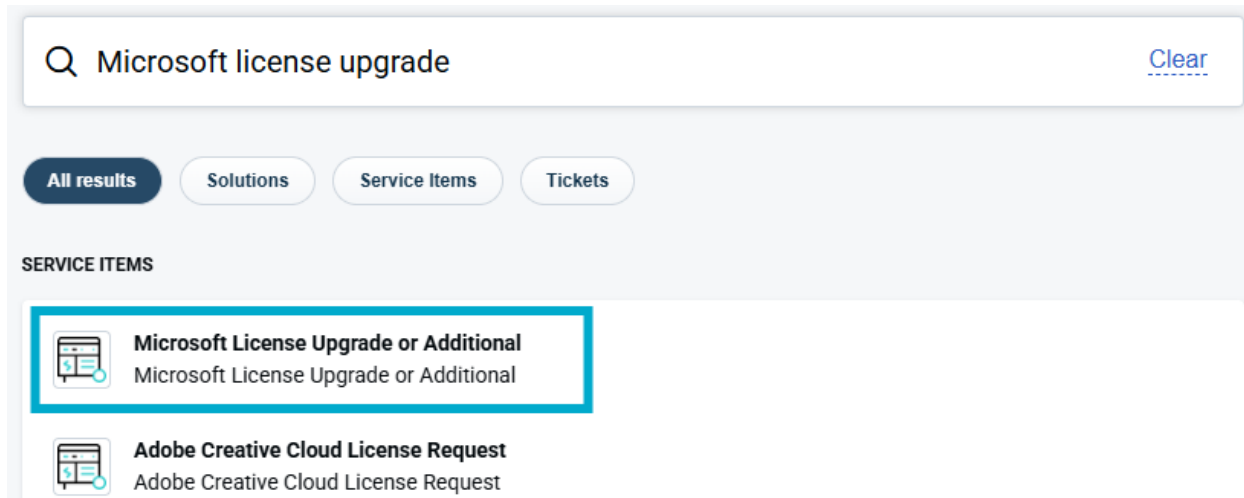
Instructions to Request a Microsoft License Upgrade to View Power BI Dashboards

If you are unable to view our redesigned Power BI dashboards despite being logged in using your single sign on (SSO), it is likely that you do not have the right Microsoft license. This is typically the case for adjunct faculty and NANCE employees. Please follow the instructions below to request a license upgrade.

1. Log in to [IT Service Desk](#) with your SSO credentials.
2. Type “**Microsoft license**” in the search box.



3. Select “**Microsoft License Upgrade or Additional**” under **Service Items** results.



4. Complete and submit the online form. In the justification section, explain that you need a license upgrade to view Power BI dashboards and include any pertinent details.

[Home](#) > [Request New Service](#) > Microsoft License Upgrade or Additional



Microsoft License Upgrade or Additional

Microsoft License Upgrade or Additional

[Read more](#)

Your EID *

3330001234

Location *

San Diego Mesa College Campus

Building & Room #

X-###

Select license needed: *

A5

Justification *

Need appropriate Microsoft license to be able to view Power BI dashboards as [adjunct faculty/NANCE employee]

Other Microsoft License

If license needed is not listed above provide the full name and version, if applicable.