



TABLEAU ACCOUNT ACCESS

QUICK REFERENCE GUIDE

Check with your local IT department to ensure access to:

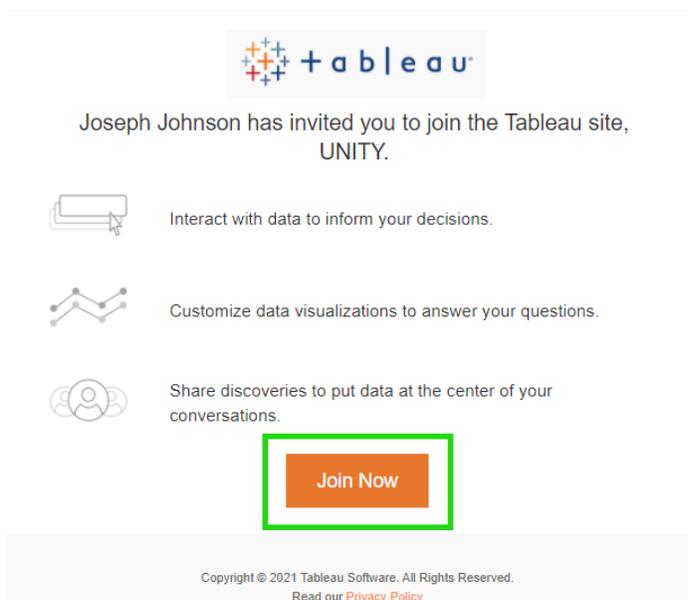
- Domain: tableau.com
- URL: <https://sso.online.tableau.com/public/idp/SSO>

Step 1: Open Email Invitation

Open the email invitation from reghelp@onlinemail.tableau.com

Click “Join Now.”

This will direct you to the [Tableau](#) log in page.



Step 2: Create Your Account

Enter your first and last name and create a password. *Passwords must be a minimum of 8 characters, have at least one uppercase letter, one lowercase letter, one number, and one special character.* Best Practice: Set your Tableau password to mirror your UNITY password. Then, click “Let’s Go.”

Tableau logo

Create Your Account

Your Email
joe@360nonprofit.com

Enter Your Name
First [] Last []

Choose a Password
Password []
Passwords must be a minimum of 8 characters, have at least one uppercase letter, one lowercase letter, one number, and one special character.
Confirm []

Need Help? → **Let's Go**

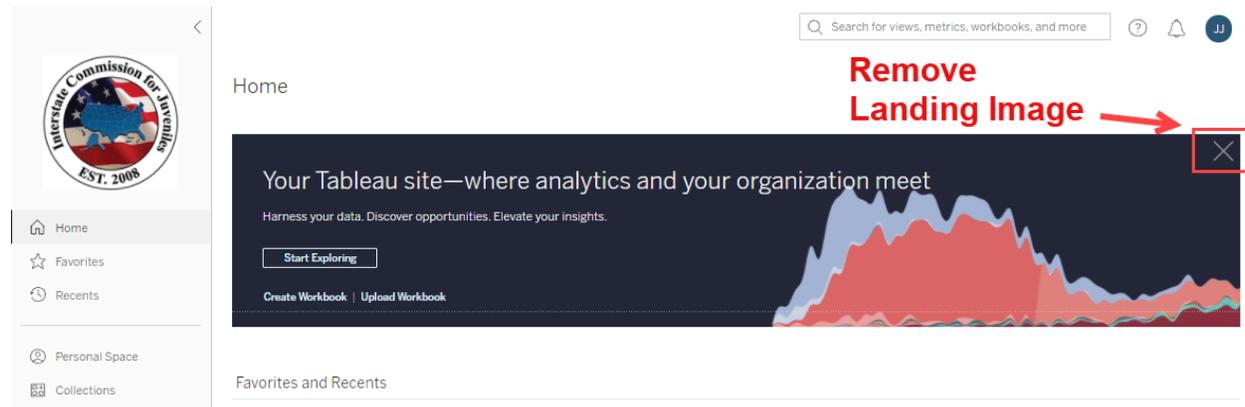


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Step 3: Remove Landing Image

Remove the image by clicking the “X” in the top right corner.



Step 4: Set up your Landing Page

1. Click “Favorites” in the left navigation pane.
2. Click on the blue icon with your initials in the top right.
3. When the dropdown menu appears, click “Make This My Start Page.”
4. You have now set your log in landing page to your favorite reports.

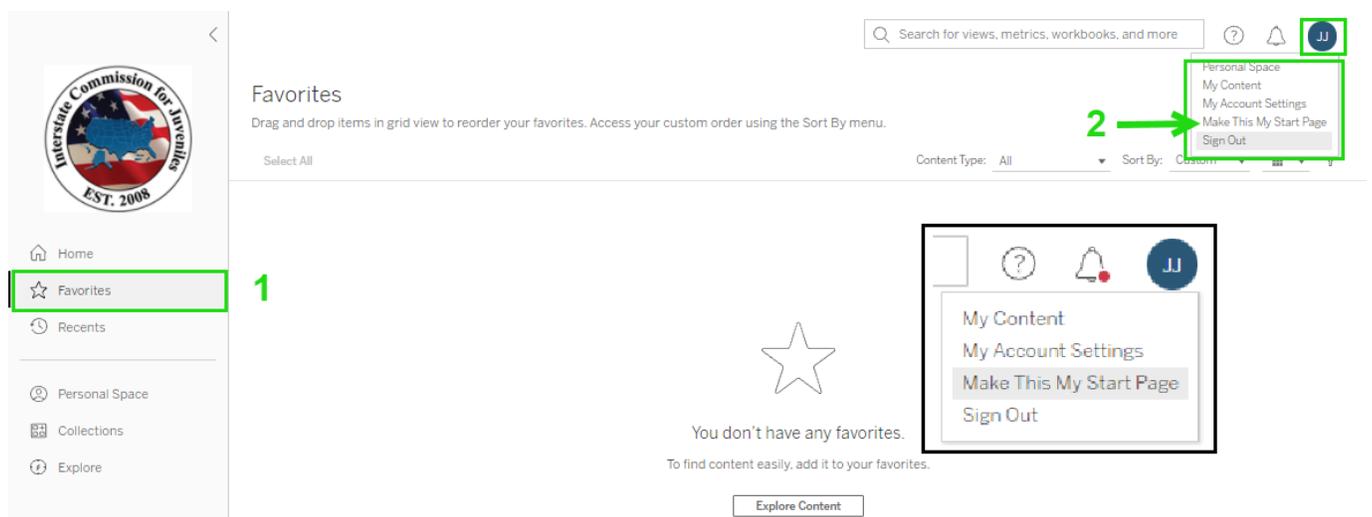


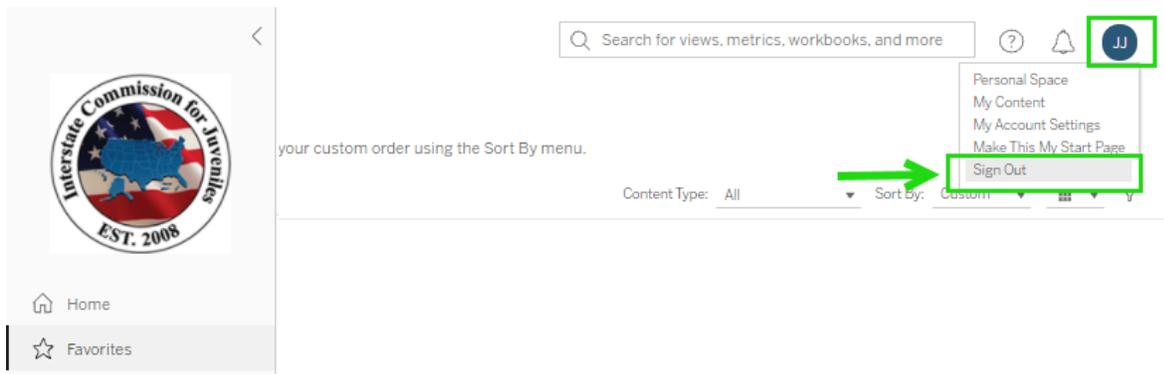


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Step 5: Log Out of Tableau

Click the **blue icon with your initials** in the top right.
When the dropdown menu appears, click **“Sign Out.”**



Step 6: Email Confirmation

You will receive an email from Tableau letting you know you were successful. The next time you log in, the site will open to your “Favorites” page.

You've Successfully Joined Tableau Online External Inbox x



You've joined UNITY

[Sign In](#)

[Check out our video tutorials.](#)



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Accessing Tableau from UNITY

1. Log into UNITY.
2. Click “Reports” in the left navigation pane.
3. Click “Dashboard,” located directly below “Reports.”

Note: All ICJO Admin roles will see this in the UNITY navigation pane, but only *licensed* ICJOs will be able to log into Tableau.

