

How to request access to Info Hub Azure & Power BI dashboards

By Kate Carruthers

Questions?

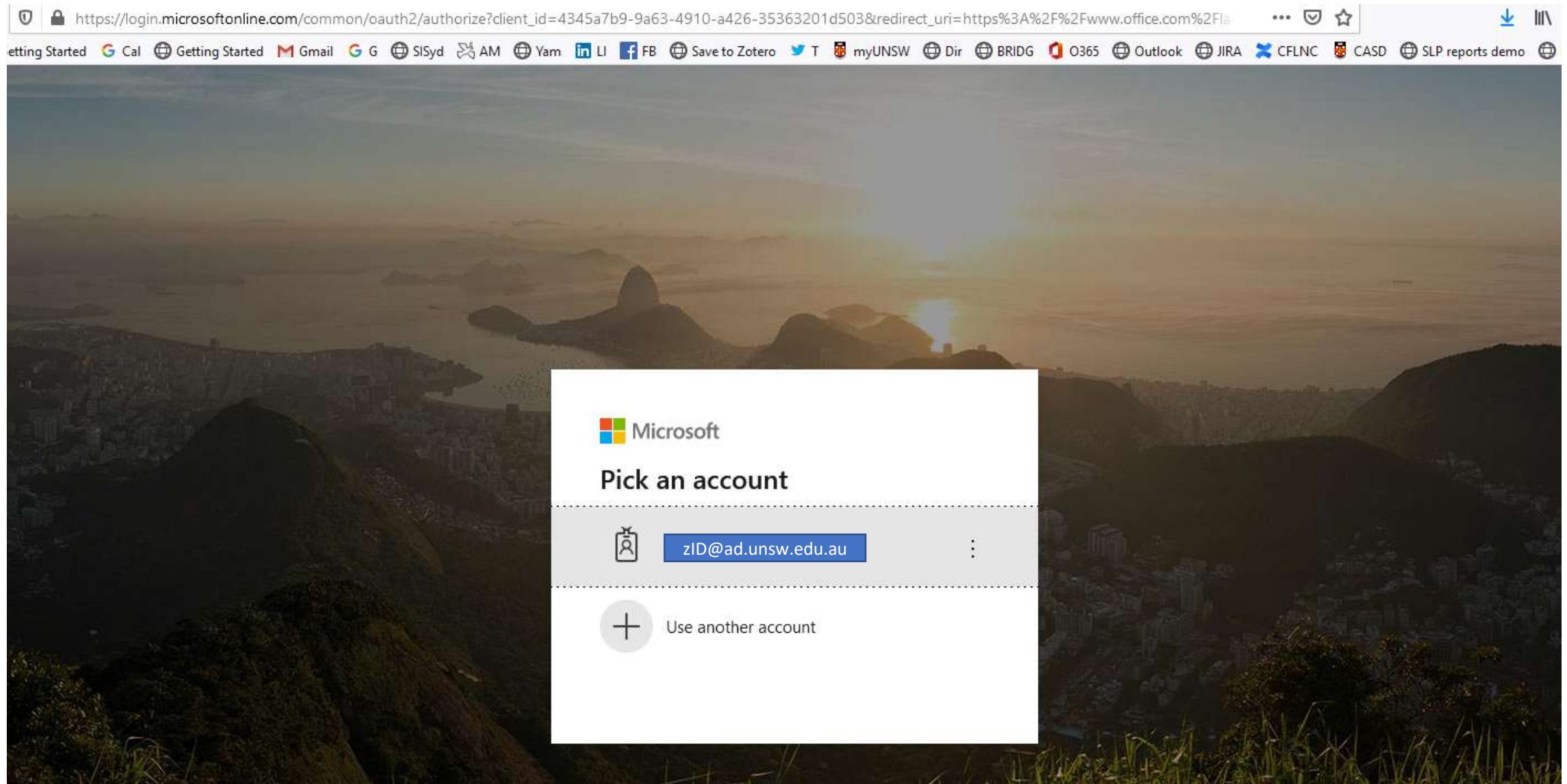
Email us at

infohub@unsw.edu.au



25/08/2020

Go to <https://www.office.com/?auth=2&home=1> to login using your zID and password



Next go to the UNSW Planning & Performance (UPP) [website](#) and click the link to [How To Guides](#)



Mission and Vision

View Edit Delete Revisions



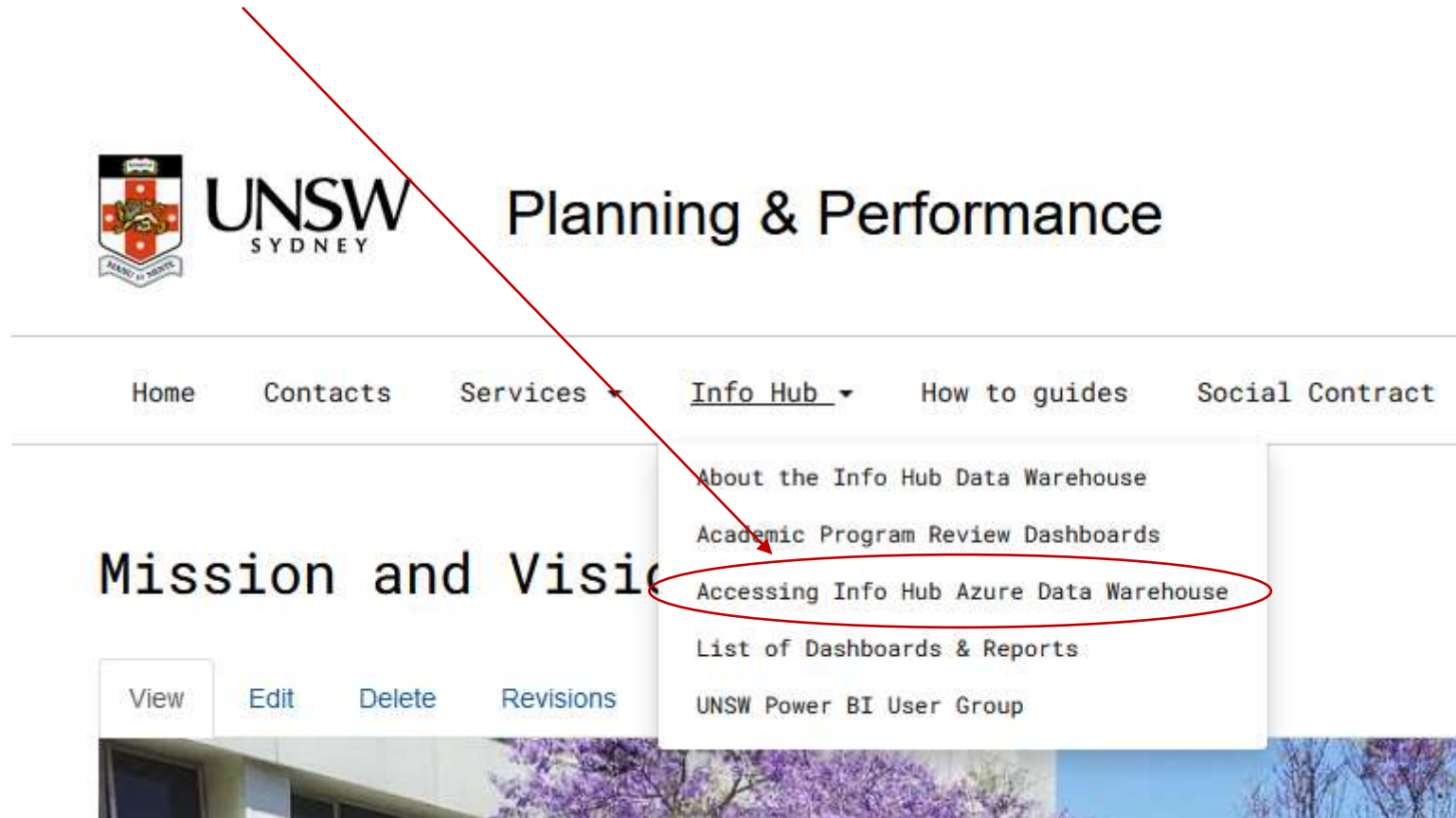
UNSW campus near the Science Theatre

Mission

UNSW Planning and Performance supports the University Council, Executive Management, Faculties and Divisions by:

- providing accurate and timely analysis, insights, reports and dashboards based on reliable data that enables evidence-based management decisions

On the UPP website mouseover the Info Hub dropdown menu and select [Accessing Info Hub Data Warehouse](#)



Then click [please complete the online form](#)



UNSW
SYDNEY

Planning & Performance

[Home](#)[Contacts](#)[Services ▾](#)[Info Hub ▾](#)[How to guides](#)[Social Contract](#)[UPP Strategic Plans ▾](#)[Useful Links ▾](#)

Accessing Info Hub Azure Data Warehouse

[View](#)[Edit](#)[Delete](#)[Revisions](#)

How to access the Info Hub Azure Data Warehouse

First time login instructions can be found [here](#) - logins use zID@ad.unsw.edu.au and zPass

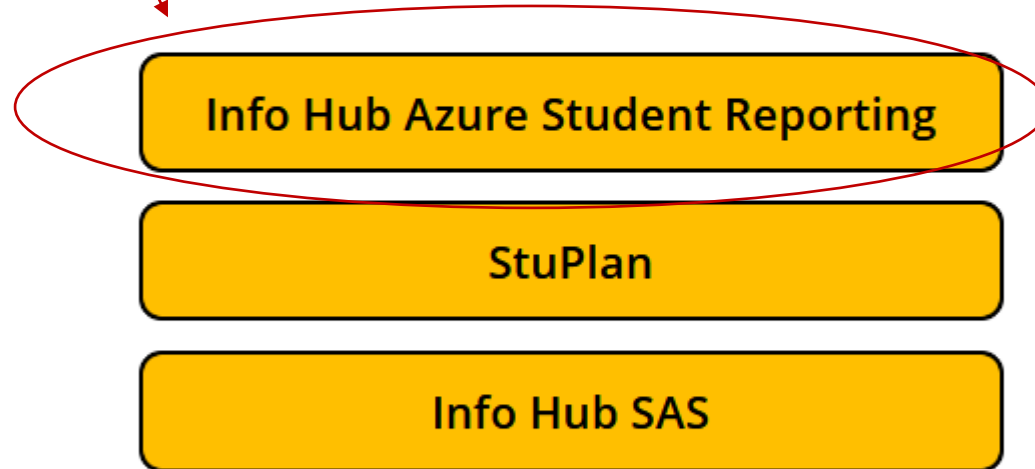
Once you have followed the instructions for first time login, the new Info Hub Azure Data Warehouse can be accessed [here](#).

Access requests

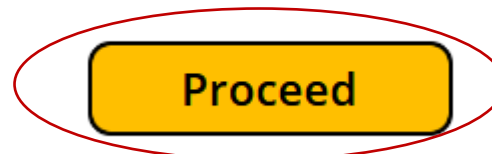
If you require access to any of these reports/dashboards for business purposes [please complete the online form](#).

Then select the button titled: *Info Hub Azure Student Reporting*

UNSW Planning & Performance Access Request Forms



Then on the bottom right hand side of the next page click the *Proceed* button



Info Hub Azure Student Reporting Access

Complete the details on this form – you can select any or all of the Dashboard apps – then click the *Submit* button

* User Email

* Faculty/School/Department

* Select the requested dashboard(s):

Student Recruitment & Admissions

Faculty Student Dashboard

Student Load Reporting

* Position

* Email of Manager

Your manager will be required to approve your access to the dashboards.

* Will the results be distributed or published outside of UNSW?

☐ Yes

☒ No

By clicking submit, I acknowledge that I am responsible for ensuring all data accessed is compliant and published in accordance with all UNSW and Australian legislative requirements including but not limited to Privacy Act 1988 (Privacy Act).

Go Back

Reset Form

Submit

What happens next?

- This form will automatically workflow to your supervisor
- When your supervisor approves the request a CASD ticket is automatically created
- UPP will typically process new access requests within one business day

If you need help

- Please contact UPP at infohub@unsw.edu.au