Request access to a delivered PowerBI Report or Dashboard

You can request access to Power BI Reports and Dashboards by creating a Request in ServiceNow by following these steps:

1. Log into ServiceNow at: https://queensu.service-now.com with your Queen's NetID and password

2. Select "Browse Request Forms"

3. Select "Business Systems and Applications"

4. Select "Power BI Dashboard and Report Customization"

5. Select the name of your Report or Dashboard under "Name of Power BI App or Workspace"

6. Fill in the rest of the form, then select Request