## How to request access to UNH's Tableau Server

Before requesting a Tableau account, please first contact the UNH EIM Tableau team to discuss your intended uses for Tableau.

To get set up with Tableau, please log into the UNH Accounts page at http://www.unh.edu/it/accounts:

- Select "Accounts Management System" from the menu on the left.
- Log in with your UNH Active Directory (AD) username and password
- Click the large green button to Add access
- Click "Request Access for Yourself"
- Verify your personal information. Click Next.
- Check the box for "Communication and Collaboration", then check the Tableau box. Click Next.
- Select the correct Tableau account type from the dropdown, either Interactor or Developer, as appropriate.
  - o Developers build data sets and visualizations, which they can publish; Interactors browse to already-existing visualizations to use them.
  - o If you're not sure which to choose, select Interactor or contact EIM at EIM.Tableau.Support@unh.edu
  - o Enter a short description for Business Need. Click Next.
- Finally, review the information and click Submit.

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