



Access to Emory Business Intelligence

Please note that in order to gain access to the Emory Business Intelligence reporting tool you will need to:

1. Take the Business Intelligence: Navigation Course online (See instructions below)
2. Pass the 13-question quiz at the end of the course
3. Complete the [Access Form](#) and obtain the required signatures
4. Go to the [Service Request Catalog](#) in ServiceNow and complete the New Incident form
5. Attach the access form to the incident (a link to ServiceNow is also located on the access form)

You will receive an email within two business days granting you access to the Data Warehouse.
<https://dwbi.emory.edu/analytics/>

PLEASE DO NOT attempt to log in until you receive the email.

Business Intelligence: Navigation Course

This 2-part course covers navigation and report basics in the Emory Business Intelligence (EBI) tool.

Key points to keep in mind about the navigation course are:

- The course is online in the Emory Learning Management System (ELMS), so you may take it at your convenience. Your grade will be recorded automatically in the ELMS.
- The course is in two parts. The first part covers navigation. The second part covers report basics, including how you can change the columns or prompts on the reports to match your needs.
- **IMPORTANT:** When you take the first part of the course, make sure you go all the way to the last page. That will signal the system that you have completed the first section and that the second section is eligible to be launched. If you do not go all the way to the last page of the first section, the second section will not launch.
- The 13-question quiz is at the end of the second part of the course. It covers both parts of the course. There is a short quiz at the end of the first part of the course that is strictly for your benefit.
- You must pass the course with a score of 80 percent.
- If you have other problems with the course, email Anita Paye at anita.parker.paye@emory.edu.

How to Launch the Navigation Class

To launch the online **Business Intelligence: Navigation** course:

1. Click <https://elmprod.emory.edu/> and sign in.
 - *Internet Explorer is the preferred browser for this training.*
2. Under **My Learning**, click **Browse Catalog**.
3. Scroll down and click **Finance**.
4. Click **Business Intelligence**.
5. Click **Business Intelligence: Navigation**.



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- **Note:** The two parts of the course – Navigation and Report Basics – are displayed as separated links. Be sure to take both parts of the course.
6. Click **Enroll**.
 7. Click **Submit Enrollment**.
 8. There is a blue link at the bottom of the screen called Launch. Click that link.
 9. Click Launch again.
 - **Note:** The course will launch in a separate window.
 - **Press F11 to maximize the screen.**
 10. If you enroll in the course and decide to launch the course at a later time, please contact me for additional instructions.