The intention of this aid is to guide Tableau Users on how to gain access to the system and how to log into Tableau.

**Requesting Access**

Access to Tableau is requested via email. In an email to irds@ucmerced.edu, the User will need to include their first and last name, employee ID, supervisor’s name, and provide a business justification as to why the information is needed along with specific use regarding the information requested.

**For example:**

*I am requesting access to the graduation rates of all students, this data is needed because I work in Student Affairs and providing this data is part of my job duties.*

**Logging In**

Prior to accessing Tableau, the User’s identity needs to be verified. The first screen displayed requires the User to select their provider, or campus. Select **University of California, Merced** from the dropdown list to be directed to Single Sign On (SSO).
As UC Merced uses Single Sign On to access campus resources, the User will be required to enter their credentials for the SSO.
The Two-Factor Authentication, Duo, will display, requiring the User to verify their identity by either sending a push, a phone call, or a pass code.

- Select authentication preference to access Tableau.
- **Send Me a Push**: a notification will go to the User’s smartphone app to verify identity and provide access.
- **Call Me**: a call to the phone number on file to provide access.
- **Enter a Passcode**: a passcode will be sent via text or email; enter the passcode to verify identity and provide access.
Upon Duo verification, the home page of Tableau is displayed.