

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

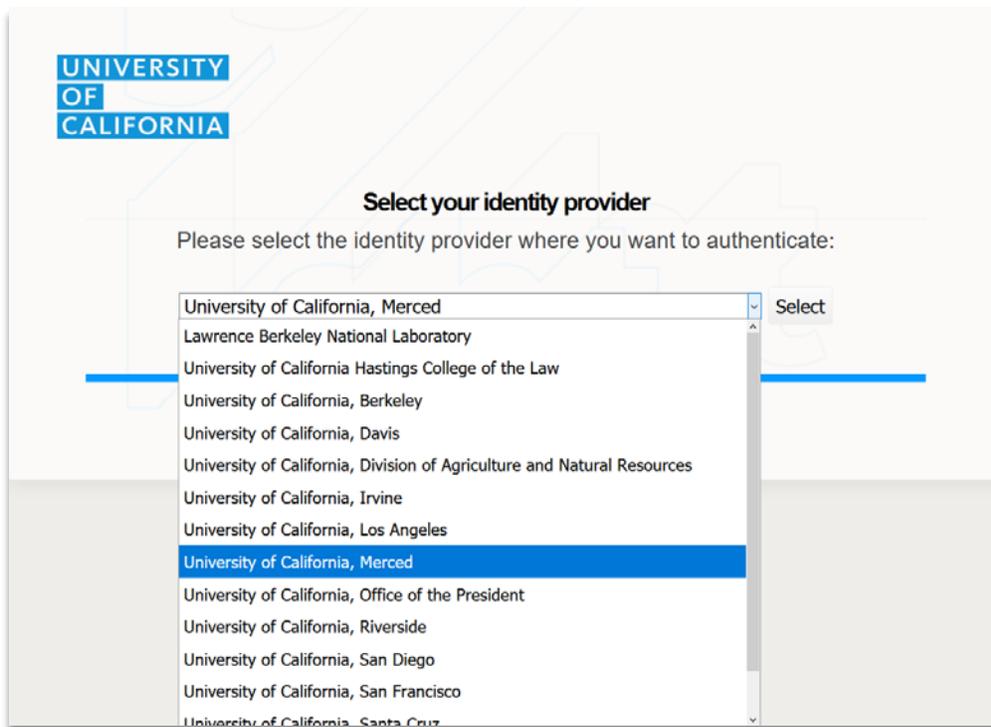
Access to Tableau is requested via email. In an email to irds@ucmerced.edu, the User will need to include their first and last name, employee ID, supervisor's name, and provide a business justification as to why the information is needed along with specific use regarding the information requested.

For example:

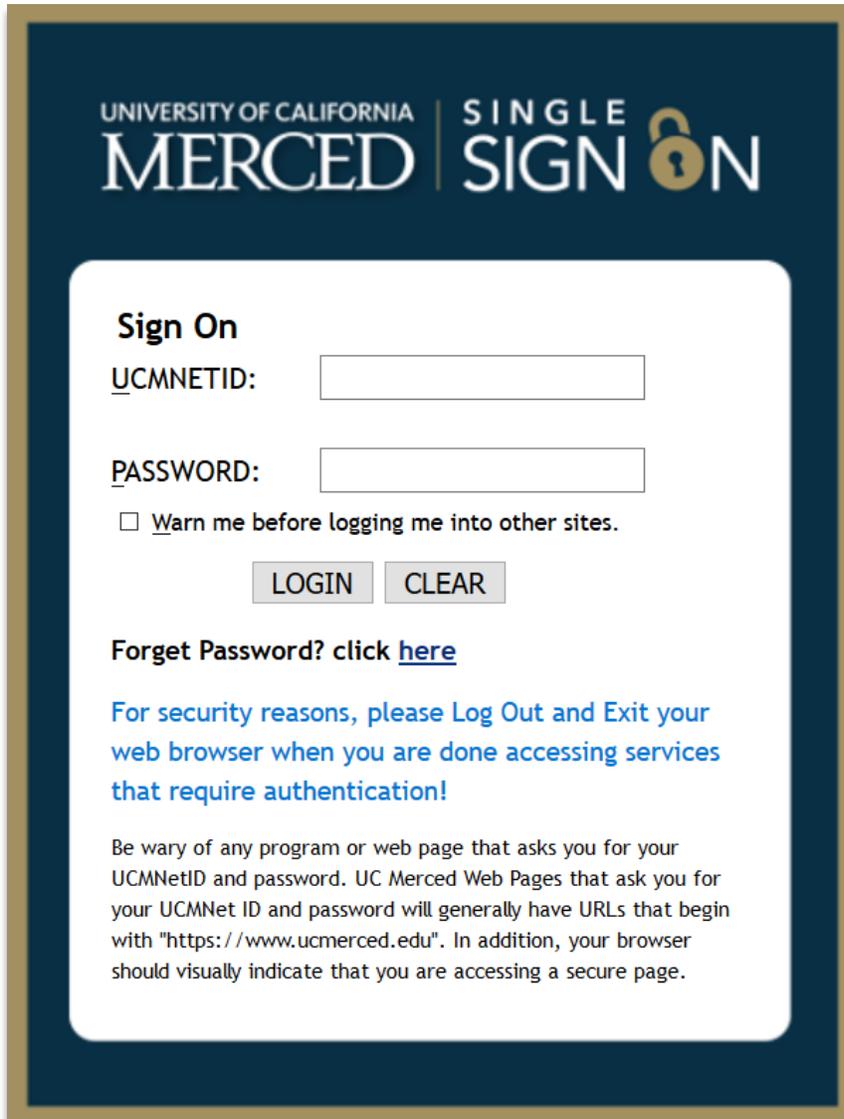
I am requesting access to the graduation rates of all students, this data is needed because I work in Student Affairs and providing this data is part of my job duties.

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 image shows a screenshot of the UC Merced Single Sign On login page. The page has a dark blue background with a gold border. At the top, the text reads "UNIVERSITY OF CALIFORNIA | SINGLE SIGN ON" with a gold padlock icon. Below this, the word "MERCED" is written in large white letters. The main content area is a white rounded rectangle containing the following elements:

- Sign On** (Section Header)
- UCMNETID:** followed by a white input field.
- PASSWORD:** followed by a white input field.
- Warn me before logging me into other sites.**
- LOGIN** and **CLEAR** buttons.
- Forget Password? click [here](#)**
- For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!**
- A warning paragraph: "Be wary of any program or web page that asks you for your UCMNetID and password. UC Merced Web Pages that ask you for your UCMNet ID and password will generally have URLs that begin with "https://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page."

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.

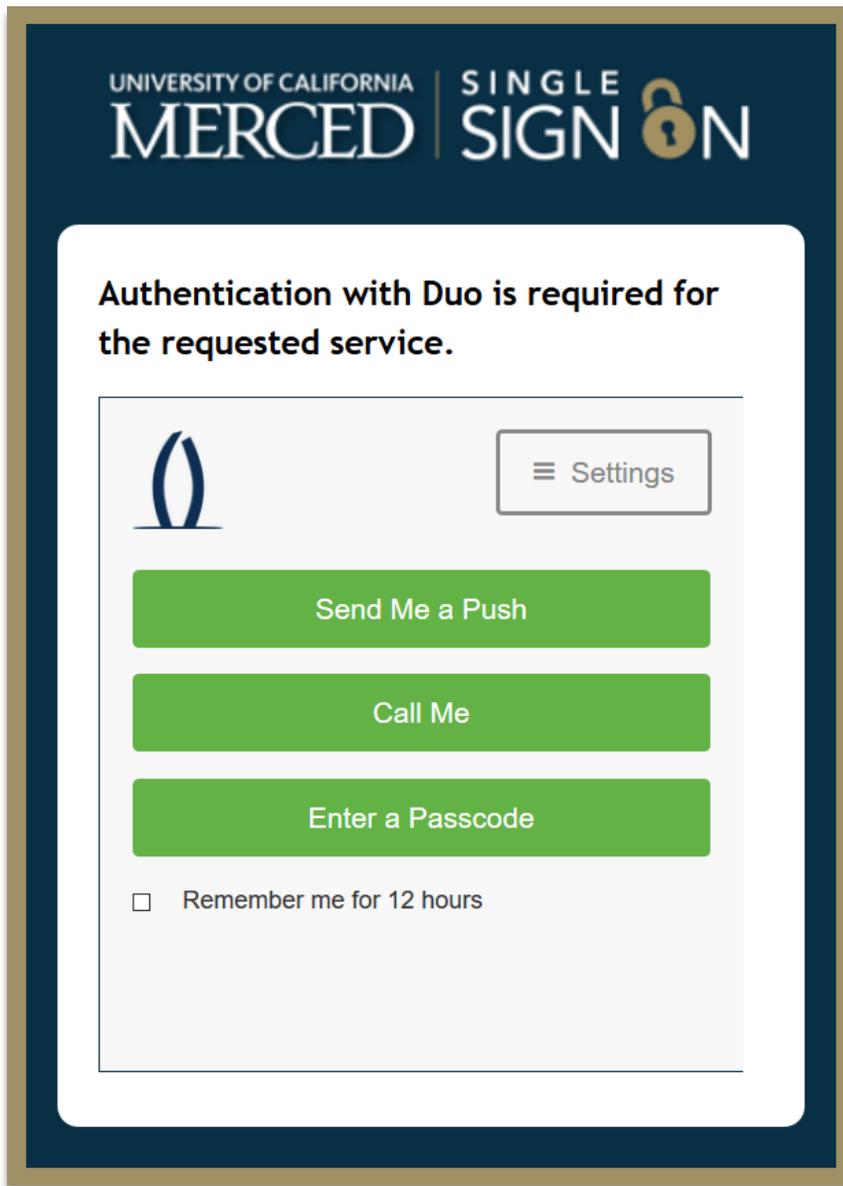


Tableau
Logging In
Supplemental Aid

Upon Duo verification, the home page of Tableau is displayed.

