Accessing UNH Institutional Research & Assessment’s Visualizations and Dashboards

There are two phases to initially access IR&A visualizations and interactive dashboards.

- You must first request access to Tableau Server. If you already have access to Tableau Server you still need to submit a request to join the IR&A Users group to access visualizations and dashboards housed within the IR&A folder structure on the Tableau Server. Because IR&A does not have the resources to process individual requests on a regular basis we encourage each college to submit a LIST of personnel who require access to the dashboard. After the initial list request, IR&A will process individual requests based on Associate Deans’ or Department Chairs’ approval.

- Once you have received the appropriate permissions to access approved Tableau Server folders, visualizations and/or interactive dashboards you will need to connect to the Pulse Secure VPN and then log into the Tableau Server using your AD username and password. Instructions are posted below.

- More information about Tableau and Tableau Server at UNH can be found here: https://www.unh.edu/it/enterprise-information-management/tableau-at-unh

Joining the IR&A Tableau Users Group

1. Compile a list of Tableau dashboard users at your college

   Please submit the list to institutional.research@unh.edu so IR&A can assist your group access the Tableau server. For individual requests, please submit by completing IR&A’s Online Request for Data form, found here: http://www.unh.edu/institutional-research/request-information

   Note: please note that individual requests need a Department Chair’s or Associate Dean’s approval. You may cc- the approver in your email.

2. Request Access to Tableau Server as a Tableau Interactor

   Please note that your request needs to be approved by IR&A first (please see step 1 above).
   All requests for access to Tableau Server must be submitted to Enterprise Information Management (EIM) via the UNH IT Accounts page. To request access please log into the UNH IT Accounts page: http://www.unh.edu/it/accounts

   a. Select “Accounts Management System” from the menu on the left
   b. Log in with your UNH Active Directory (AD) username and password
   c. Click the large green button to “+Add” access and select the appropriate access category by clicking on its associated hyperlink
   d. Verify your personal information. Click “Next”
   e. Check the box for “Communication and Collaboration”, then check the “Tableau” box. Click “Next”
   f. In the “Account Type” dropdown menu select “Interactor” and enter a short description in the “Business Need” textbox, such as the specific dashboard or visualization that you would like to access. Click “Next”
   g. Finally, review the information and Click “Submit”

   NOTE: Verification and approval for access may take up to 24 hours to process
Accessing Approved Visualizations and Interactive Dashboards through Tableau Server

1. **IMPORTANT:** You must be logged into the Pulse Secure VPN Prior to Accessing Tableau Server

   As a Tableau interactor you will need to connect to the Pulse Secure VPN to access visualizations on the Tableau Server. If you do not already use the VPN to access other software you will find all of the steps needed to download Pulse Secure VPN at:

   https://www.unh.edu/it/kb/article/pulse-secure-vpn-faqs.html

2. Once you are connected to the VPN you may follow this link to the Tableau Server login page: https://tableau.unh.edu. Note: If a direct link to a visualization is sent to you, you may simply click on the link and it will bring you to the Tableau Server login page.

3. The required username and password are the same as your UNH Active Directory (AD) username and password.

4. After logging into Tableau server, locate the folder entitled “IR&A – Storyboards.” Click on this folder to access the Tableau storyboards and dashboards published by IR&A. At present, there is only one dashboard published in this folder, “Admissions_Competitors_2012-16”. Future storyboards will be published in this same space and you will access them in the same manner.

5. Click on the icon for Admissions_Competitors_2012-16 to view it. There are 11 tabs along the top, including 8 labeled for different dashboards contained within the storyboard. Within each dashboard, you should always use the drop down menus on the right side to define your student group first.

6. Please use caution in drawing conclusions about dashboard data. Many data definitions need to be taken into account when interpreting the data. IR&A is planning to offer workshops and/or make educational videos to assist users with navigating dashboards and understanding important data definitions. In the meantime, please contact us at institutional.research@unh.edu.

7. Please note that the data in this dashboard is applicant data and not census data. The "story" told here focuses on the applicant to admit to enrolled student process. IR&A is also planning to build dashboards based on census data.

8. This is the initial version of the Admissions & Competitors storyboard and is a work-in-progress. IR&A welcomes feedback regarding discrepancies, functionality and ease-of-use of this dashboard. You will help us improve the quality of this and future dashboards as we work with other groups including IT, Admissions, Financial Aid, and the Registrar's Office to develop a systematic approach for consistent data reporting in Enrollment Management.