



Providing Solutions, Sustaining Ministries

How to Access Your Power BI Dashboard

This guide will help you access the Power BI dashboard that has been shared with you. Please follow the steps below:

Step 1: Check Your Email

You will receive an email notifying you that the Power BI report 'UMC Stats August' has been shared with you.

(See screenshot below for reference.)

Sandeep Kuntam has shared Power BI Report 'UMC Stats August' with you



Sandeep Kuntam
To: Adam Shelton



Mon 12/15/2025 3:46 PM



Power
BI

Sandeep Kuntam shared this Power BI Report with you

UMC Stats August

[Open this report >](#)



Download the Power BI app to access this report from your mobile device



This email is generated through GCFA's use of Microsoft 365 and may contain content that is controlled by GCFA.

Step 2: Open the Report

Click the “Open this report” button in the email. This will open your default web browser and take you to the login page.



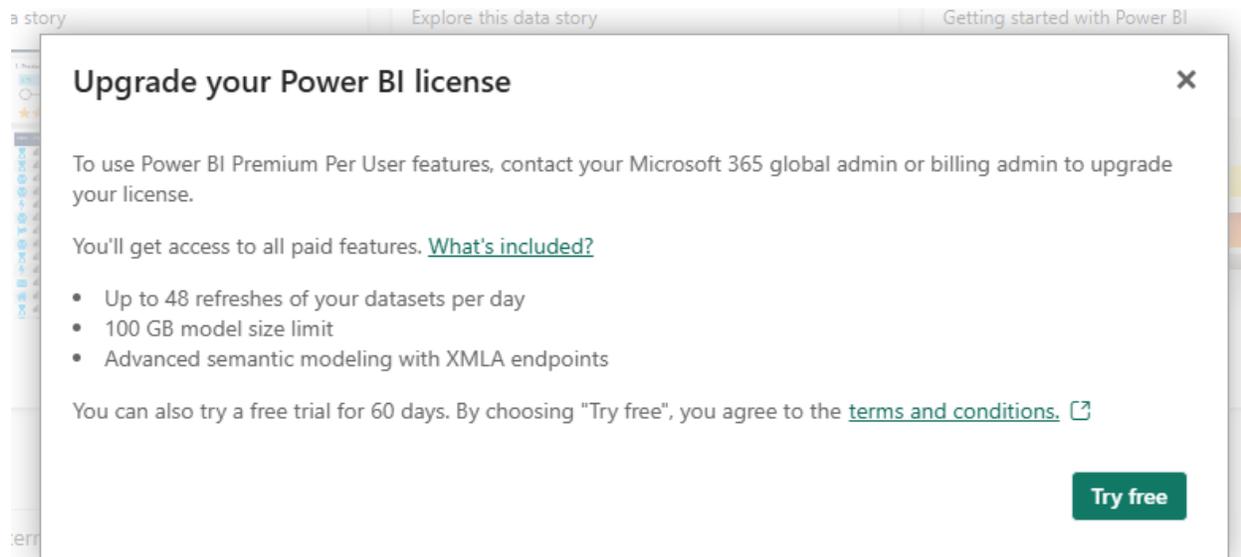
Use the login credentials associated with your GCFA guest account—the same credentials you recently set up with Multi-Factor Authentication (MFA).

Step 3: Upgrade Your Power BI License

You will see a prompt asking you to upgrade your Power BI license.

Click “Try free” to start a 60-day trial of Power BI Premium, which is required to access the dashboard.

(Screenshot below for reference.)



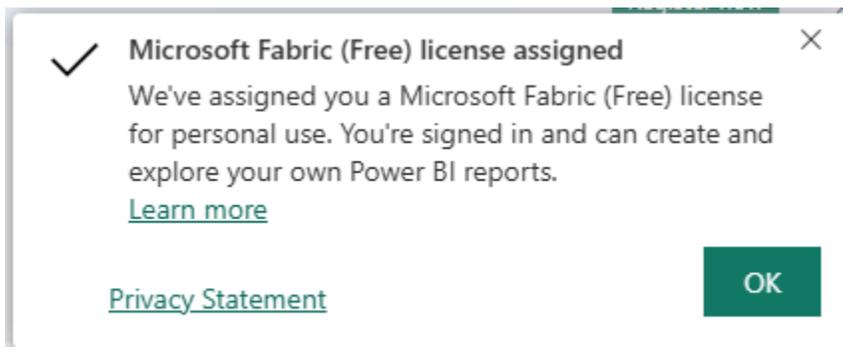
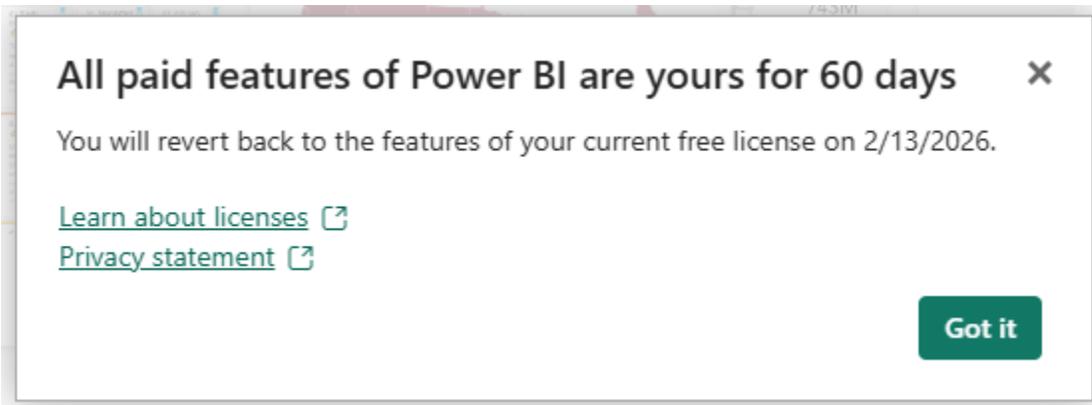
Step 4: Confirm Your Trial

After clicking “Try free”, you may see a message at the top right of your screen stating:

“All paid features of Power BI are yours for 60 days.”

Click “Got it” or simply close the window.

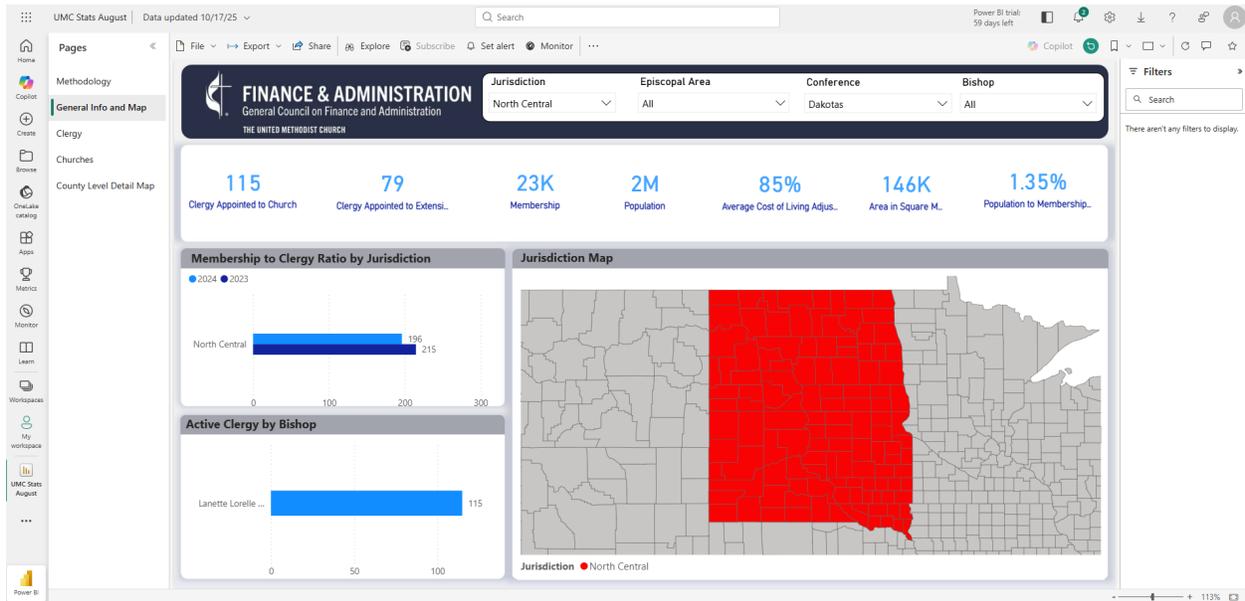
(Screenshot below for reference.)



Step 5: Access the Dashboard

Without closing your browser window, return to the email and click “Open this report” again.

This time, you should have full access to the dashboard.



Tip: If you encounter any issues during these steps, please contact me skuntam@gcfa.org or our support email support@gcfa.org.