

ESI Reports – Student Services

Phoenix Non Provider (Administrator) reports can be created by administrators and secretaries. They can be viewed in a variety of ways (by Provider, by Attending District, etc.).

Accessing Power BI

District reports, including Phoenix reports, are viewed on Power BI, the district reports site.

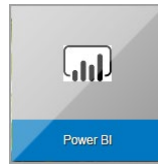
Web Address

<https://bi.ssdmo.org/reports>

The web address can be stored in the browser bookmarks/favorites list and can also be added to the bookmarks bar for quick access.

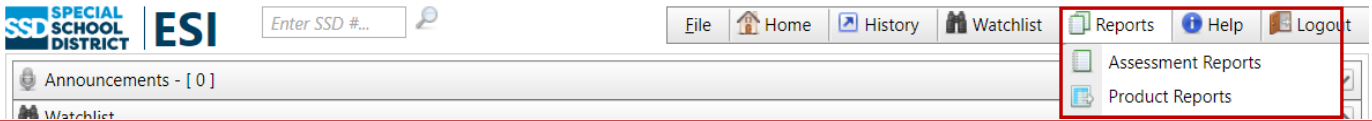
SSD Portal

The site can be accessed from the SSD Portal by selecting the Power BI tile.



From ESI

Select Reports>Product Reports on the Menu Bar.

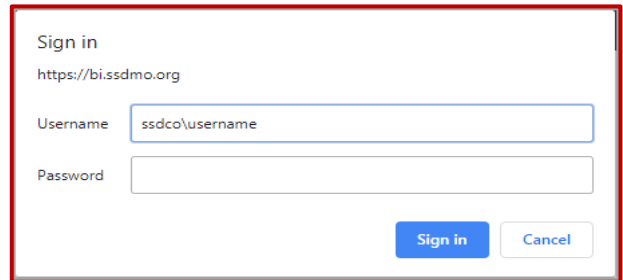


Logging into Power BI

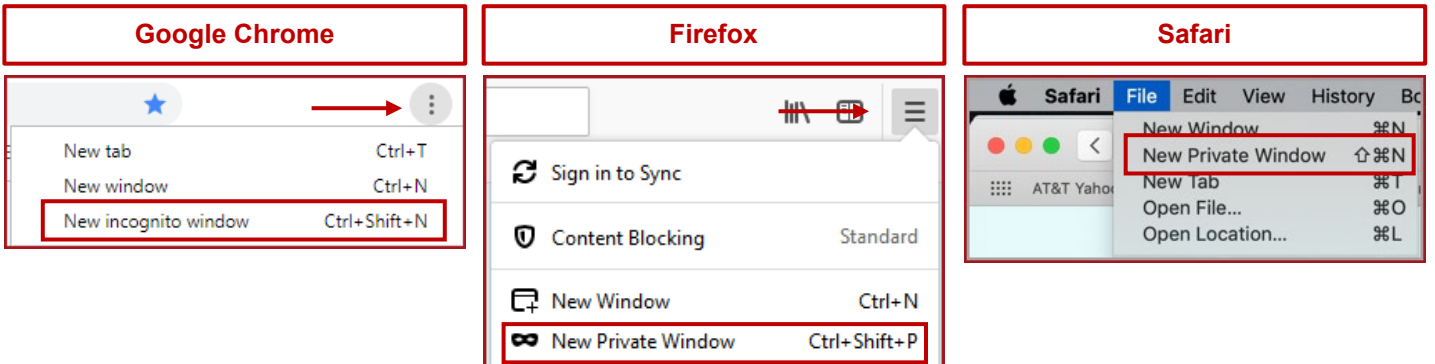
The first time Power BI opens in a browser the 'Sign in' window opens.

1. Your username is entered in this format:
ssdco\username where the user name is your SSD username.
2. Enter your SSD account **Password**.
3. Select **Sign in**.

Note: You will need to sign in again after a password



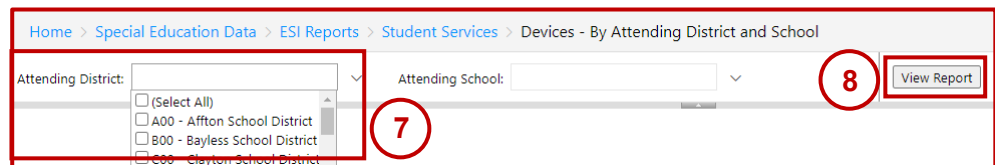
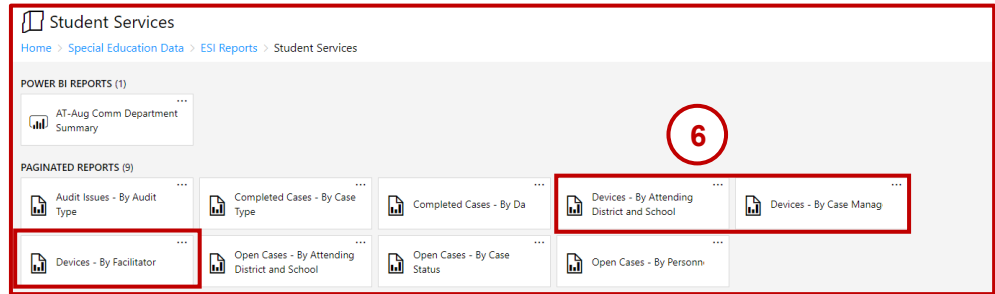
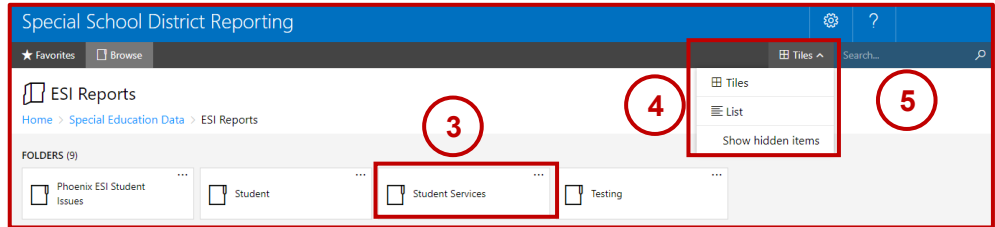
When logging into Power BI for the first time, your credentials are stored in the browser. This makes it unnecessary to enter them each time you open the site. If you are not on your own computer when you log in it is recommended that you use an "Incognito" or "Private" window. In Google Chrome and Firefox, select the icon in the upper right. In Safari, select File. Then select the appropriate menu option



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Viewing Reports

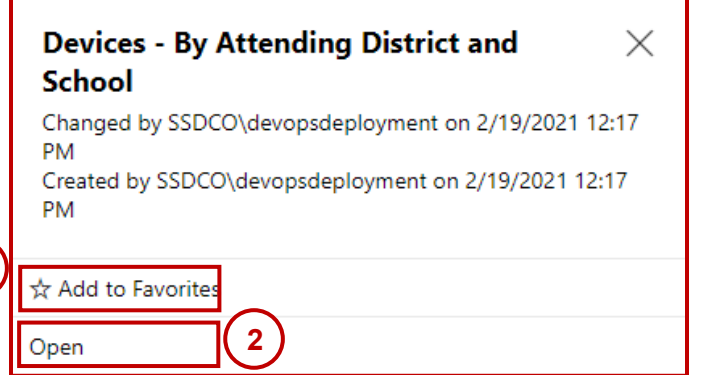
1. Select **Special Education Data**.
2. Select **ESI Reports**.
3. Select **Student Services** reports.
4. The reports display as tiles. The reports can display on a list by selecting **Tiles>List**.
5. The Search box can be used to locate a report by name.
6. Select the tile or link for the report you wish to view.
7. When the report window opens, choose, or enter, the criteria you wish to use to filter your report. The options vary based on the report you have selected.
8. Select View Report.



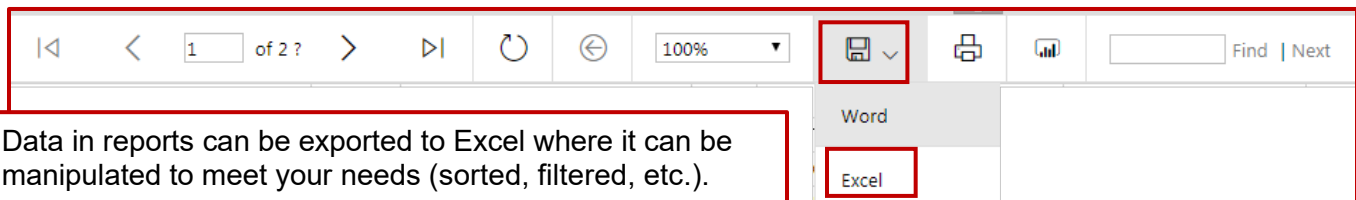
Viewing Report Information

Select the ellipses on the tile or to the right of the link to open the report information window.

1. Click the star to **Add to Favorites**. The report is added to your list of favorite reports. The list displays when “Favorites” is selected on the main header.
2. Select **Open** to enter filter criteria and view report.



Using Excel to Manipulate Report Data



Data in reports can be exported to Excel where it can be manipulated to meet your needs (sorted, filtered, etc.).

Click the save icon then select Excel from the menu.

The Excel file will download or open automatically depending on your browser settings.