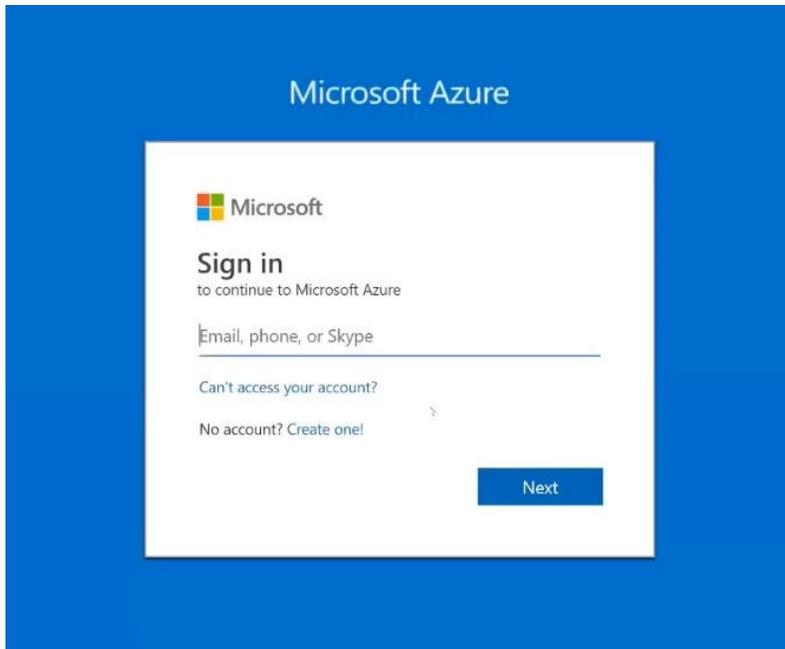


How to Create an AAD Account for Power BI

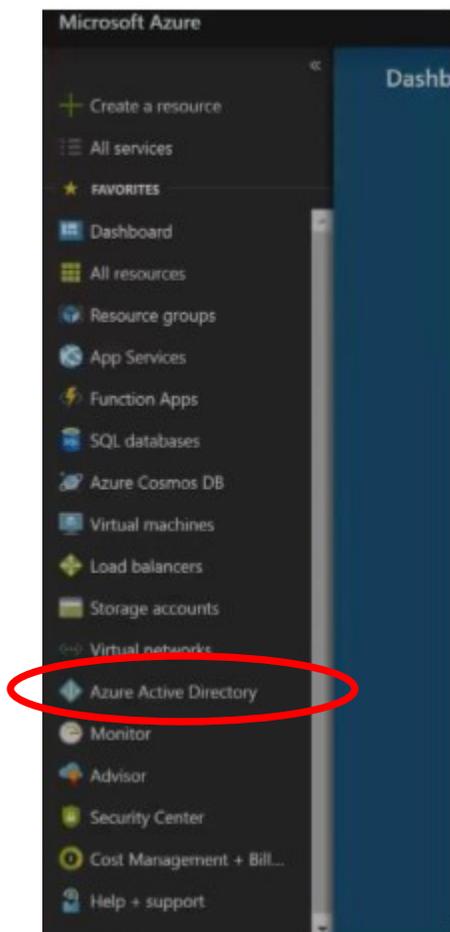
Step One:

Navigate to portal.azure.com to create a new tenant account using your company account (or create a new one).



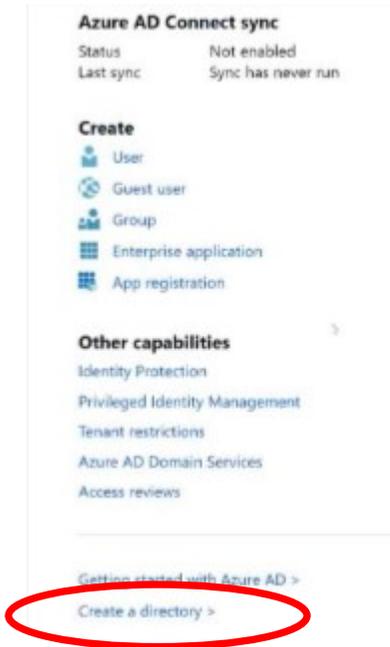
Step Two:

Click on 'Azure Active Directory' in the left menu



Step Three:

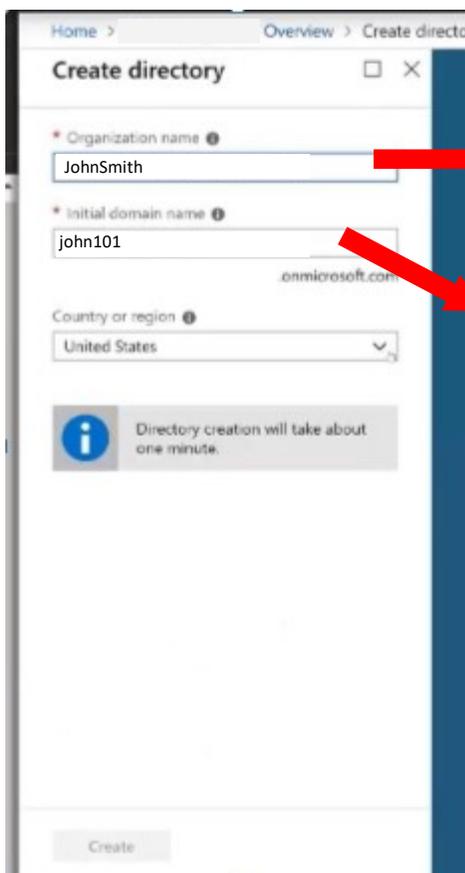
Choose Create a Directory on the bottom right menu



Step Four:

Here, you are creating a directory of your own

You can choose your Organization name (for ease of use, you might want to choose your name/org)



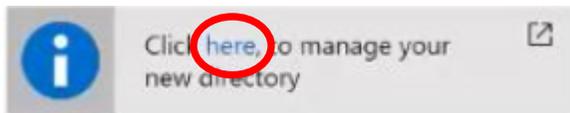
Organization name can be anything you want.

For example, JohnSmith.

The Initial domain name can not contain any special characters, but can be anything you'd like. What you enter here will become part your new email. For example, john101

Step Five:

Once Directory has been created, click on "Here"



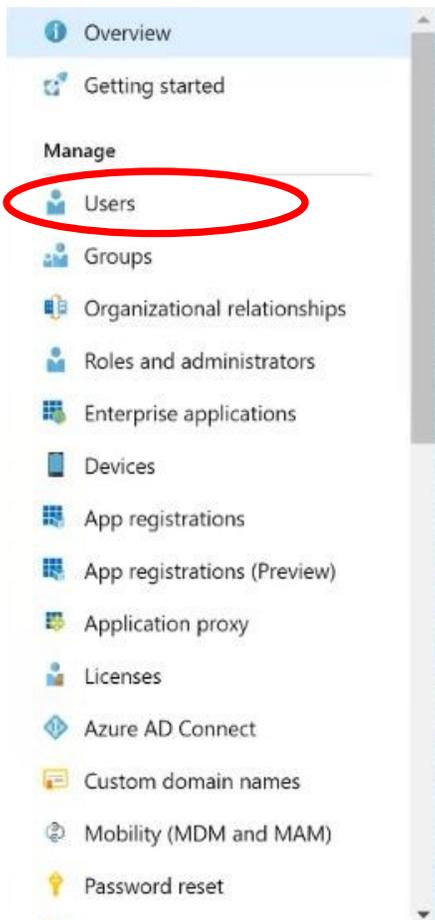
Step Six:

Your New Email address, which is your new tenant name, followed by .onmicrosoft.com, will be at the top.

Copy this.

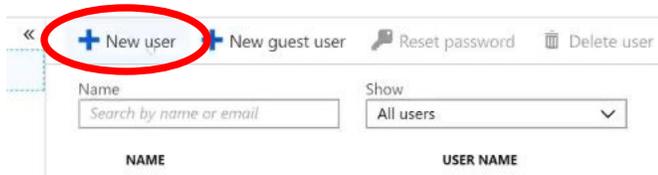
Step Seven:

Click on "Users" on the left menu



Step Eight:

Click on New User



Step Nine:

You have your own Tenant, now you need to create your own AAD Account **WITHIN** that Tenant.

Home > Users - All users > User

User
taisiya101

Name johnsmith

User name johnsmith@john101.onmicrosoft.com

Profile Not configured

Properties Default

Groups 0 groups selected

Directory role User

The name field can be anything you want (such as your name followed by a number, such as john101).

The user name field is what you typed in the name field, followed by your new tenant name that you copied in step six.

Keep this user name! This is your new AAD user tenant account!

Step Ten:

At the bottom, choose 'Show Password' and copy and paste (in notepad or other). You can change this password later

Click 'Create' at the bottom

Directory role User

Password

Show Password

Create

Step Eleven:

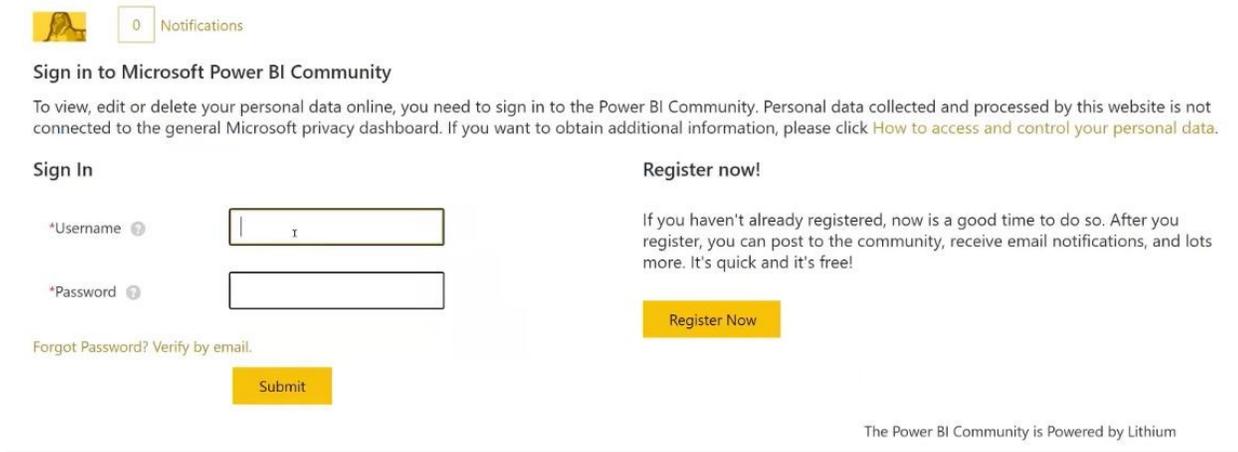
Go to [Community.powerbi.com](https://community.powerbi.com) in an incognito window and click Sign In

Step Twelve:

Use your new AAD user account that you copied in step 9 to sign in. The password will initially be what you copied in step 10, update when prompted.

Step Thirteen:

During this step you will be mapping your existing Power BI account to the newly created AAD account. When you get to the 'Sign in to the Power Bi Community' screen, you will enter your EXISTING community name and password.



The screenshot shows the Microsoft Power BI Community sign-in page. At the top left, there is a profile picture icon and a notification bell icon with the number '0' and the text 'Notifications'. Below this is the heading 'Sign in to Microsoft Power BI Community'. A paragraph of text explains that personal data is not connected to the general Microsoft privacy dashboard and provides a link for more information. The page is divided into two main sections: 'Sign In' and 'Register now!'. The 'Sign In' section contains two input fields: '*Username' and '*Password', both with a question mark icon to the right. Below the password field is a link for 'Forgot Password? Verify by email.' and a yellow 'Submit' button. The 'Register now!' section contains a paragraph of text explaining the benefits of registration and a yellow 'Register Now' button. At the bottom right of the page, there is a footer that reads 'The Power BI Community is Powered by Lithium'.

Step Fourteen:

To validate your new account, open a non-incognito window (or clear your cache) to sign in again with the new AAD account.

If you run into problem in a non-incognito window, please clear your cookies.