Give Users Access to the Business Intelligence Dashboard Share

Issue/Question

I currently have the Business Intelligence Dashboard, but I just found out my manager and one of our owners do not have access. How do they get that?

Resolution

Access to the Business Intelligence Dashboard can only be granted by the account owner. To request access, the account owner must email Dashboard@JackrabbitTech.com with the following information:

1. A request stating: "I would like to grant Business Intelligence Dashboard access to the following user(s):"

2. User details for each person requesting access:
   - User Name
   - User ID

To find this information:
1. Go to the **Gear** icon > **Settings** > **Users & Permissions.**
2. Select the User.
3. Copy the **User ID, First Name,** and **Last Name.**

3. Dashboards to grant access to (under **Dashboards** > **Business Intelligence Dashboard**):
   - Summary
   - Skills
   - Students & Classes
   - Revenue

Note: Any dashboard option you select, the User will gain access to those spaces.

Once the request is received, the Dashboard team will configure access and reply to the account owner to confirm completion.