CONNECTING FROM EXCEL
USER PERMISSIONS ON THE DATABASE

Users who connect to the self-service analytical models must have membership in a database role that specifies Read access. Submit an access request to Institutional Effectiveness and Analysis by submitting an email or completing a Power BI Access Request.

1. Open Excel.
   - On the Data tab, click on Get External Data
   - Click From Other Sources
   - Select From Analysis Services

2. Under Server Name, specify the Analysis Services instance that hosts the database.
   - The Analysis Server is: itis-sassis2
   - For log on credentials, choose Use Windows Authentication.
   - Click Next.
Select the Banner database for operational data. This changes daily.
» Select the Census database for census data. This is a termly snapshot.
» A valid selection will show a single Model cube for the database.
» Click Next.

Click Next and then click Finish.
5  » From the **Import Data** window, select **PivotTable Report**.
   » Select **OK**.

6  You are now connected the Self-Service Analytical Models.