

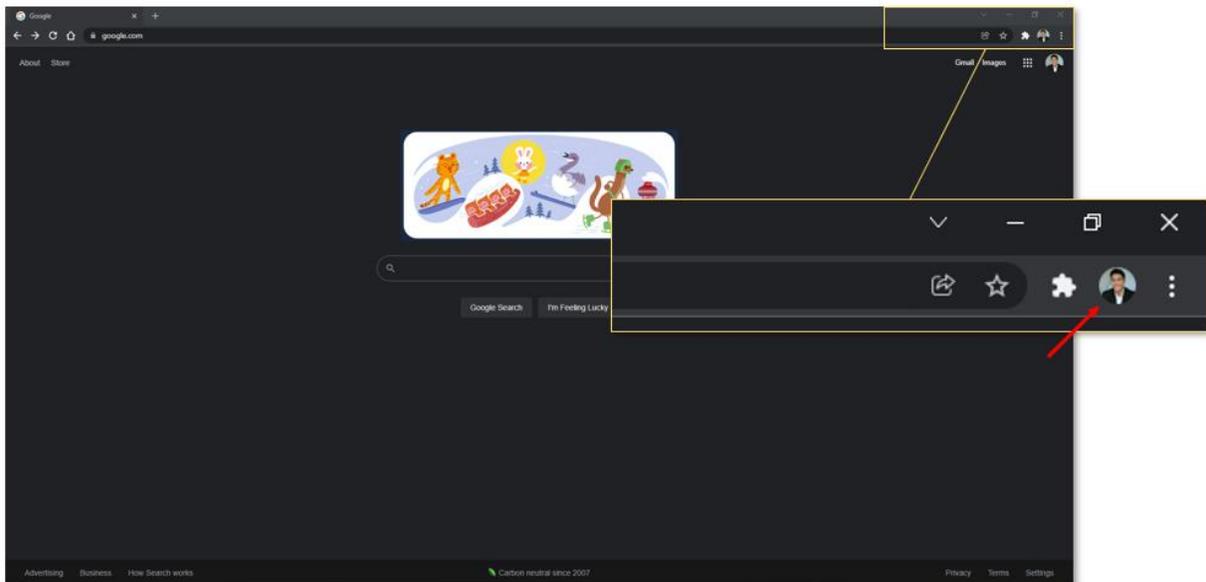
I regularly use another Microsoft account for work. How can I easily switch from my work account to my GNOHIE Power BI account?

We understand many of our users must access multiple Microsoft accounts for their regular work. You may have been trying to access your GNOHIE Power BI account to view the Hospital Utilization Report, but accidentally logged in with your work account. This guide is to help you have an easier time switching between accounts without signing out every time you need to switch accounts. Here are four easy steps:

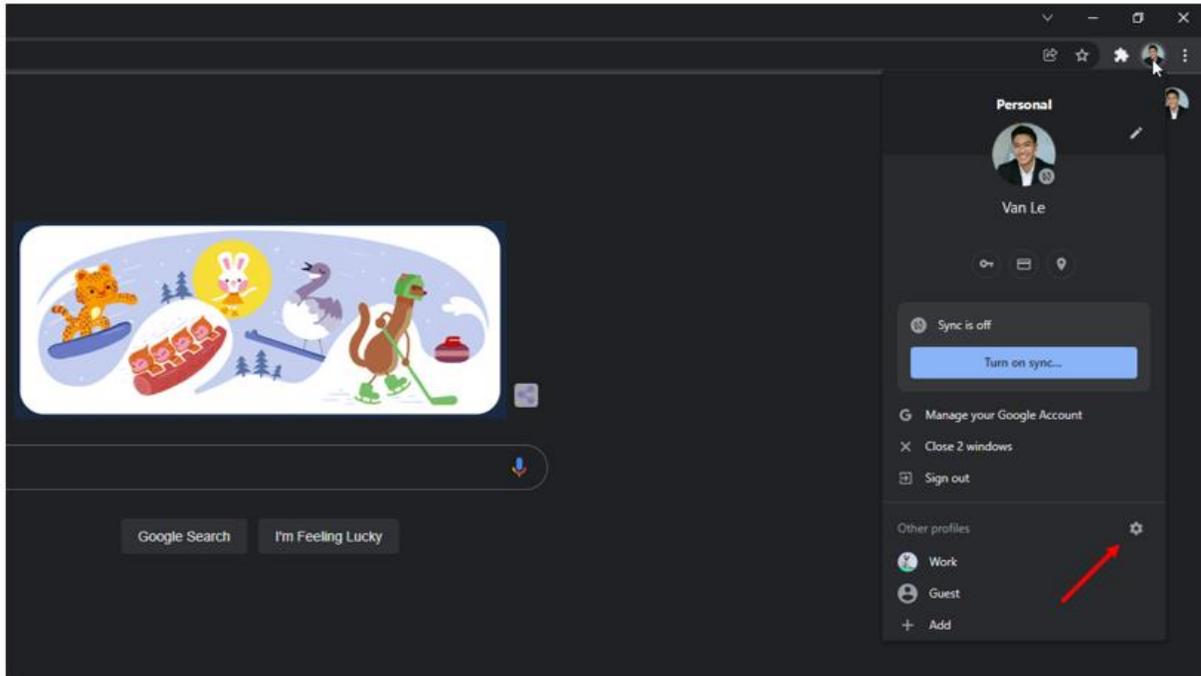
Tip: We highly recommend using the latest version of Google Chrome to have the best experience.

1. Add a new browser profile in Google Chrome

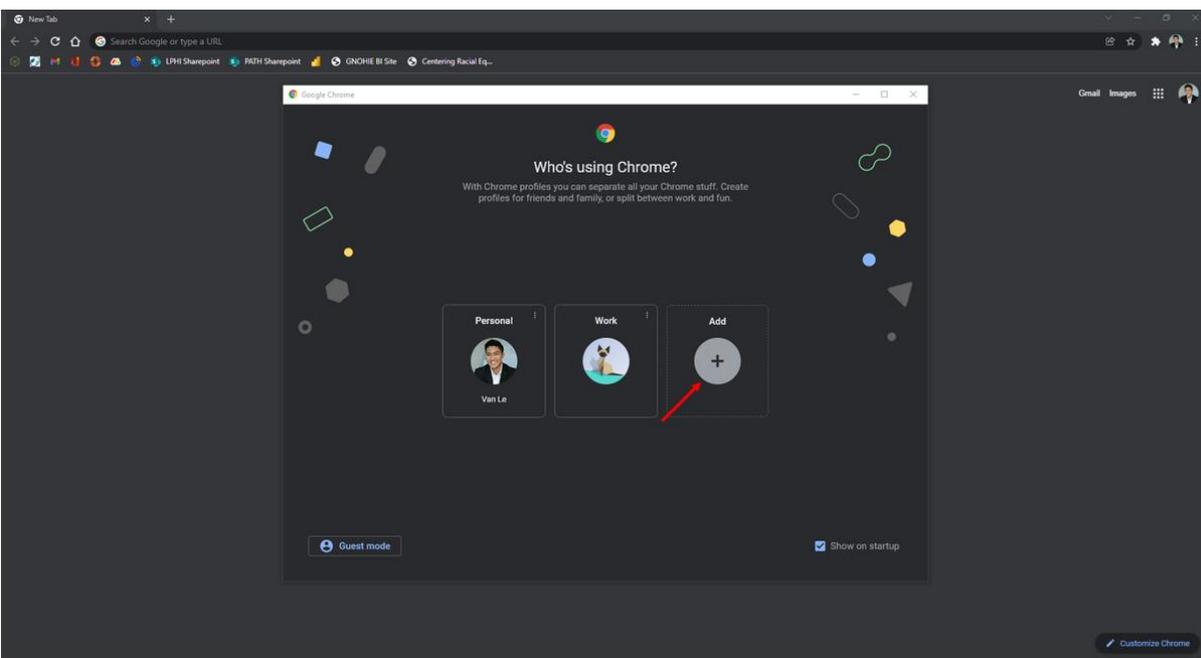
- Start with your work account signed into Microsoft 365 in your personal/work browser profile
- Click the browser profile icon, displayed as a profile thumbnail in the upper right corner of the browser window as below:



- At the bottom of the menu, find the settings gear-icon next to “Other Profiles”



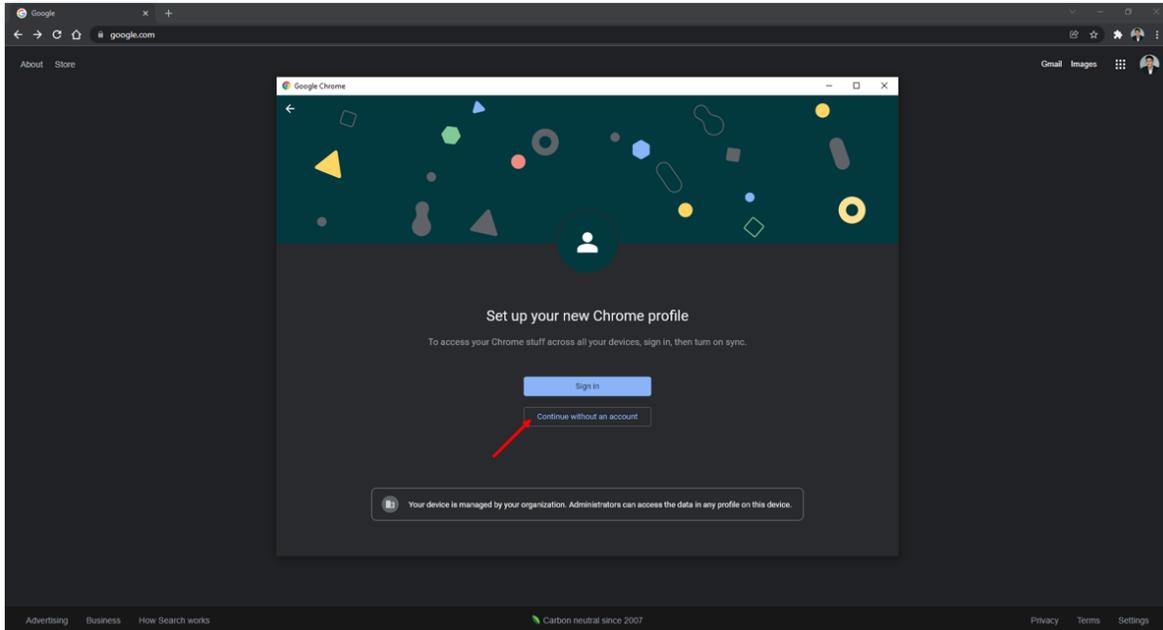
- A new window pops up showing the existing profiles – add a new profile by clicking on the “+” icon



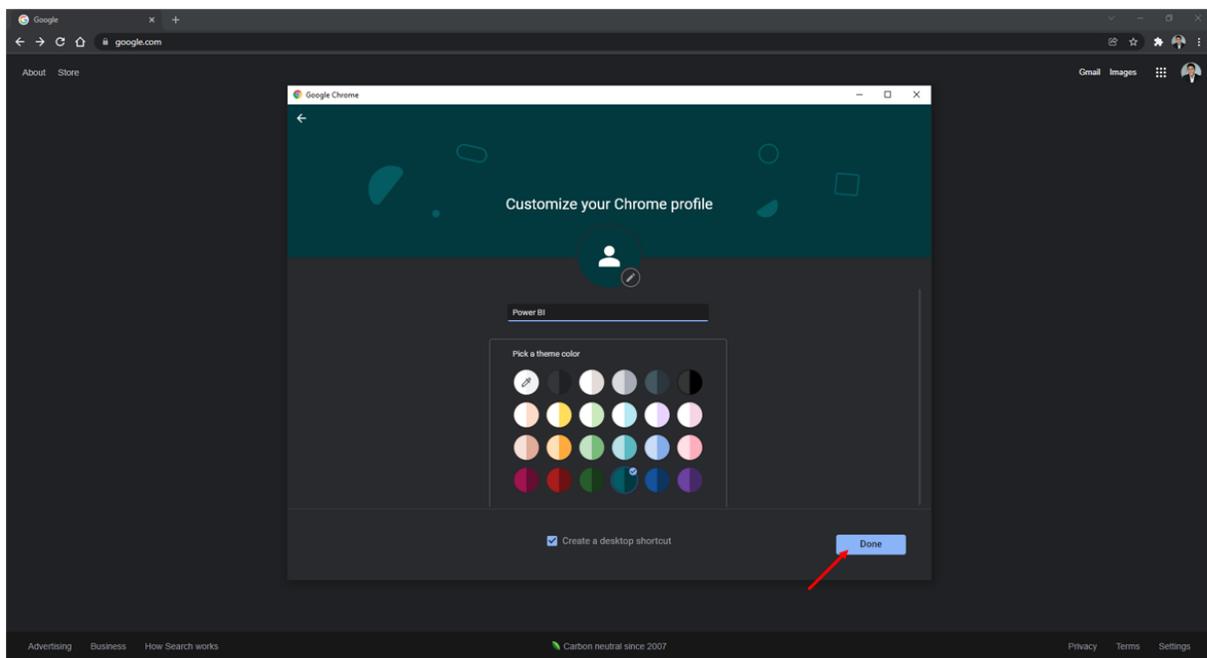
Note: Profiles allow you to access the internet in individual sessions. In other words, each profile keeps its own separate browsing history, saved passwords, bookmarks, and autofill data. Browser data cannot be shared between profiles.

2. Create the unique browser profile

- The next window will ask if you want to sign into a Google/Gmail account you want connected to this new profile – click “Continue without an account.”

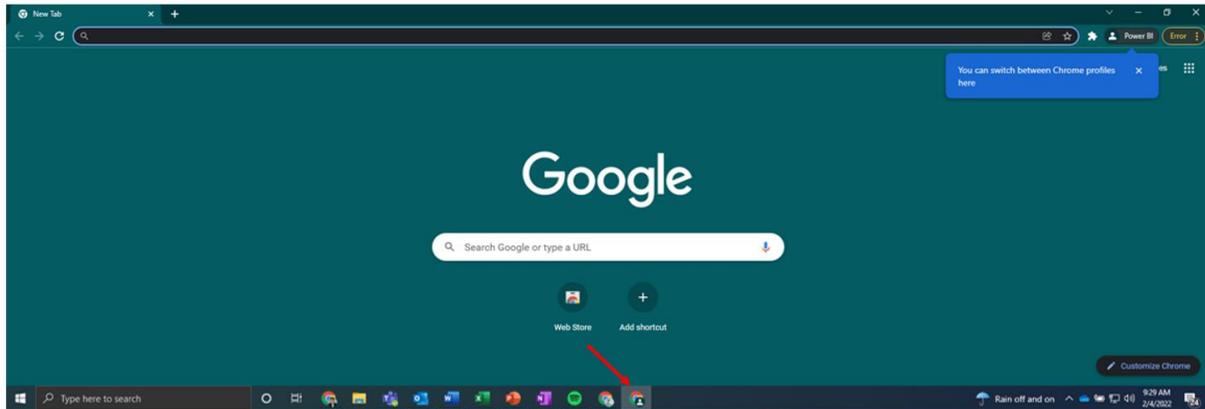


- Next, you can customize your new profile. Feel free to add a profile picture, profile name, and theme. We recommend naming this profile, “Power BI” or similar.
- You may check the box to “Create a desktop shortcut” if you wish to launch Chrome directly into the new account from your desktop.
- Click “Done”



3. Sign into Microsoft Power BI

- Welcome to your new browser profile! You can switch profiles using the same thumbnail in the upper right corner of the browser window as below. Also notice that Chrome creates a new window marked by the thumbnail of which profile is being used.



- Go to www.app.powerbi.com and log in – use your GNOHIE-provided Power BI email as the username and login
- You will have to perform the first-time login process again, which includes multi-factor authentication. If you need assistance, you can refer to our [HU Report User Guide](#) for further instructions.

Note: Your GNOHIE Power BI account email should look like: **organization.yourname@gnohie.lphi.org**

4. Switch accounts using browser profiles

- Now that you're in, go ahead and switch to your personal/work profile, either by using the profiles icon or by switching Chrome windows.
- You should now see that you are still logged into your work account without having to log out of your GNOHIE Power BI account. You can now work in both accounts simultaneously.
- Try switching to your Power BI browser profile to confirm that the profiles are set up properly.

What if I use a different browser than Google Chrome?

Microsoft Edge and Mozilla Firefox both support browser profile management. Edge and Firefox use similar steps for browser profiles as Chrome does. Internet Explorer (which has been replaced by Microsoft Edge) does not support browser profile management. If you use another browser, we recommend you search its Support site or use the Help function to find out if your browser supports browser profile management.