**Power BI Create Workspace**

Reference article from Microsoft [Create the new workspaces - Power BI | Microsoft Docs](https://docs.microsoft.com/en-us/power-bi/collaborate-share/service-create-the-new-workspaces)

* Login to <https://app.powerbi.com/home> using your administrative account
* Click on the Workspaces menu option and then click “Create a workspace”

Graphical user interface, application

Description automatically generated

* Enter the name of the Workspace and provide a description. Then click Save

**NOTE:** Details will be provided by the requestor

A screenshot of a computer

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* Under the Workspace menu locate the Workspace you just created and click on the name
* Click on Access to add users to the Workspace

Box and whisker chart

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* Add Service Principal account (PowerBI-Embedded) as member. This is required as it provides authentication for embedding PowerBi dashboards to third party web portals.
* Add our team admin group ClientTechnologySupport\_Admin as Admin so we have full access
* Add any required business users as request

Graphical user interface, application

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