

How to Set Up your ZoomCharts License

Here you will find all information necessary to help you successfully access your ZoomCharts Developer License and use it to start building your challenge reports. **Please read carefully** and follow the instructions step by step when first setting up your Power BI account with the ZoomCharts Developer License.

Once your Developer License is activated, you can always access it in the ZoomCharts Challenges page – simply log in to the respective challenge and click on ‘See my license’ at the top of the page.

Now you can use the provided email and password to sign into your Power BI account.

1. Sign into Power BI Desktop

Open a new report in Power BI Desktop > click ‘Sign in’ located in the top right-hand corner of the screen

In the pop-up, enter the ZoomCharts email address provided to you > select ‘Continue’

2. Set up your account

Under the heading ‘Use a different account’ > select ‘Work or school account’ > click ‘Continue’

Copy and paste the same ZoomCharts email provided to you

3. Set up your password

Another pop-out will prompt you to enter the Current password > copy and paste the password provided to you


Create and confirm a new password **(make sure you will remember your new password; you will need it every time you log into your assigned Power BI account)** > click ‘Sign in’


Activate your Drill Down visuals Developer License!

You can use these credential to access ZoomCharts visuals and create your report for this ZoomCharts Mini Challenge, or for your personal training purposes.

See my license

Use a different account

 Microsoft account
Email, phone, or Skype

 Work or school account
Assigned by your organization

Continue

Setting Up 2FA/MFA for your Account

You will be required to set up Multifactor Authentication (MFA).

Don't skip this step. You will need to have MFA activated to recover a forgotten password.

1. Setting up with Microsoft Authenticator

Once you have set up your new password, click 'Next'

Choose your authentication method (default will be Microsoft Authenticator) > select Next

2. You will need to use your mobile phone to complete the next steps

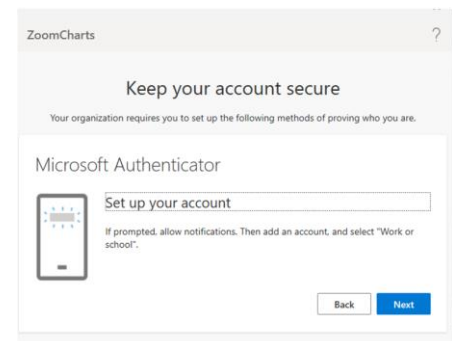
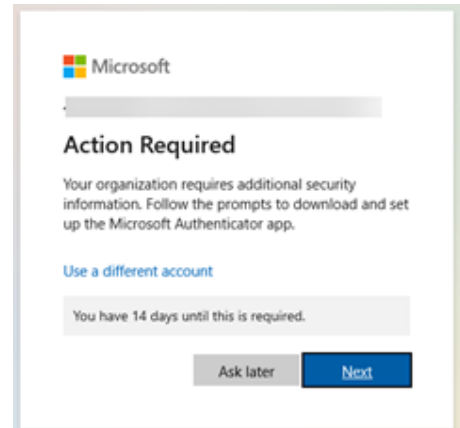
In the Microsoft Authenticator app, select [three dots] then 'Add account'

Choose the account type and select 'Scan a QR code'

Scan the code shown on the screen

Select 'Next' to complete the setup

Once authentication is successful > select 'Done'



All done! You can start building reports with ZoomCharts visuals! The visualization pane will be populated with all the various offerings from ZoomCharts > Explore and Build!



Recovering a Forgotten Password

1. Reset the password yourself

To reset a forgotten password, go to <https://passwordreset.microsoftonline.com/> and follow the steps

NB! This will only work if you have previously set up Microsoft Authenticator or another MFA method with accurate information (e.g., your phone number)

2. Reach out to ZoomCharts support team

If the above password reset option does not work, reach out to support@zoomcharts.com with your login details