



TABLEAU CLOUD ACCOUNT SETUP

DCF'S Guide on Setting up a Tableau Cloud Account
10/25/23

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Purpose Statement

The purpose of this Tableau User Guide is to provide documentation that guides staff on how to set up and access their Tableau Cloud account. This guide also will go over components of staff's Tableau Cloud home landing page.

Tableau Cloud Setup

Please monitor your emails for the following notifications that will occur once you are added to the Tableau cloud Environment.

1. Tableau Cloud Email:

You will receive an email from Tableau Cloud that you have been added to the site:

- a. **From:** Tableau Cloud <reghelp@onlinemail.tableau.com>
Sent: Monday, September 11, 2023 10:36 AM
To: [REDACTED] >
Subject: [EXTERNAL] You've Been Invited to Tableau Cloud



has invited you to join the Tableau site, NJDCFAnalytics.



Interact with data to inform your decisions.



Customize data visualizations to answer your questions.



Share discoveries to put data at the center of your conversations.

Join Now

2. DCF-IT Email:

You will also receive an email from IT with step-by-step instructions on how to add your Tableau Cloud (DCF Analytics) account to your myNewJersey account:

Dear [REDACTED]

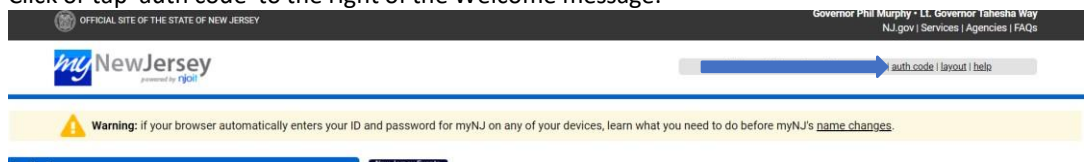
Important DCF Analytics Registration Information:

Your authorization code for DCF Analytics is [REDACTED]

This code is personalized for you. You only need to use it once to add this service to your myNewJersey account. After you enter it using the steps below, you won't need to use it again.

Please follow these instructions carefully:

- Open an Internet browser, type www.nj.gov in the address box and press the Enter key.
- Click the Login link near the upper left of the page and the myNJ login page will appear.
- If you already have a myNJ account, log in to it.
 - Otherwise, click or tap 'Sign Up' to create one now. When you're done signing up, go to step 4.
- Click or tap 'auth code' to the right of the Welcome message:



- Copy the code from the IT email [REDACTED] and paste it into the box labeled 'Enter your authorization code':

 This image shows a form titled "Enter Your myNewJersey Authorization Information". It contains a list of five instructions:

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the myNewJersey portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your myNewJersey desktop includes the content for your new role.

 Below the instructions is a text input field labeled "Enter your authorization code:". At the bottom of the form are two buttons: "Finished" and "Cancel".

- Click or tap 'Finished', and the system will log you out.
- Log back into your account. The DCF Analytics link will be on your myNJ page now.
- Please address any comments and suggestions to us at [REDACTED]@dcf.nj.gov.
- Notice: Under no circumstances should you give your authorization code to another user. If another user requires system access, please have them contact [REDACTED]@dcf.nj.gov.



OFFICIAL SITE OF THE STATE OF NEW JERSEY



Applications



DCF Connex



eCATS



ServiceNow



Emergency Notifications



DCF Survey Monkey

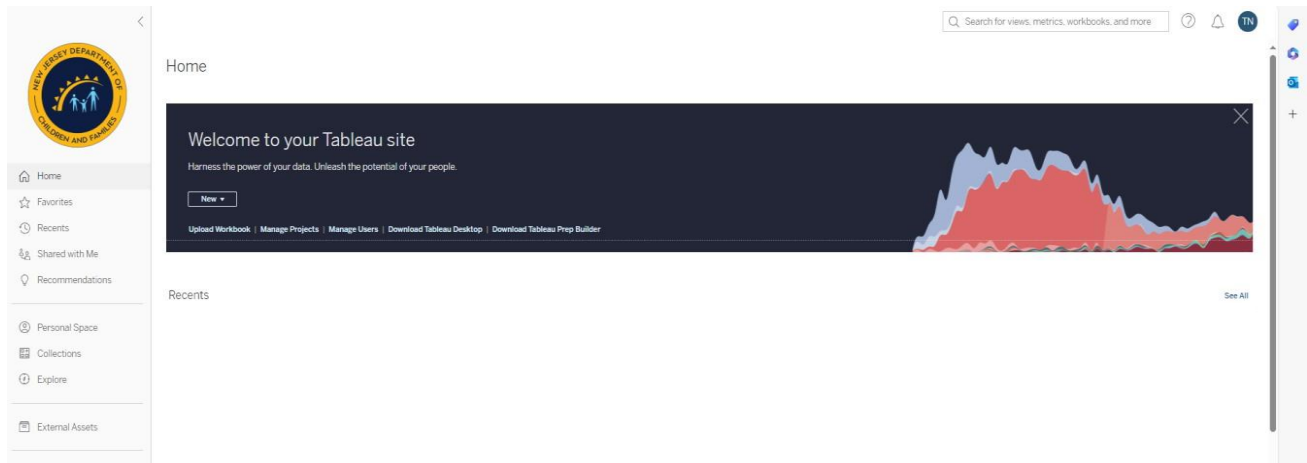


DCF Analytics



Tableau Cloud Home Landing Page

Once you select DCF Analytics, you will enter the Tableau Cloud Environment. Once you enter Tableau Cloud you will come to the “Home” landing page:



1. Left Side Menu:

- **Home:** Home page
- **Favorites:** Workbooks that you have marked as favorite
- **Recents:** Anything you have recently viewed within Cloud
- **Shared with Me:** Work that was shared with you
- **Recommendations:** Views you may want to see based on usage
- **Personal Space:** your own “sandbox” to create content if needed
- **Collections:** Dashboards you have collected for easy viewing
- **Explore:** This will take you to all project that you are currently assigned to

2. Explore tab:

If you select Explore, you will be brought to all projects you are assigned to: Select the folder for the project you would like to view.

