

Logging into Globetrotter Insight (PowerBI) with Microsoft 365 for the first time

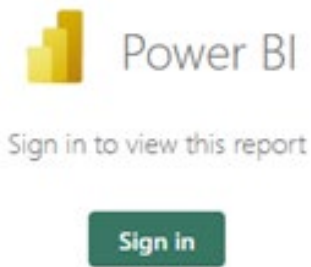
1. Navigate to Insight

Open <https://insight.globetrotter.com.au> in a compatible web browser.

Ideally use the browser that you would access your Microsoft 365 account normally.

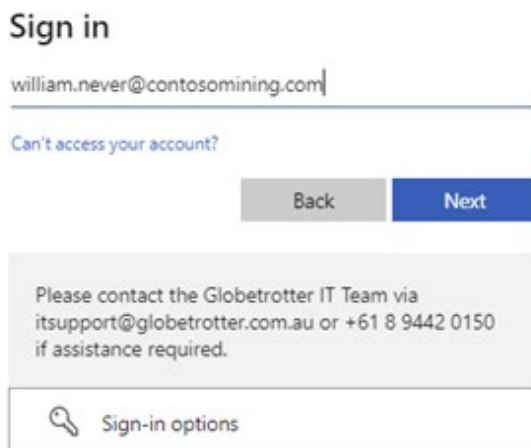
2. Sign into dashboard

Click on the Sign in link.



3. Enter your email address

Sign in using the email address associated with your Microsoft 365 account.



4. Enter your password

Sign in with your Microsoft 365 password

← [william.never@contosomining.com](#)

Enter password

.....|

[Forgot my password](#)

[Sign in](#)

5. Acknowledge security prompt

Press next to continue to your MFA enrolment.

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

6. Enrol your Multifactor device

Open your Microsoft Authenticator (or compatible) app on your mobile device then press Next.



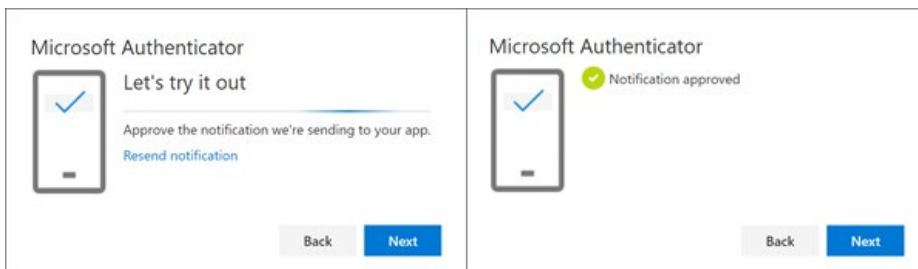
7. Scan the QR Code

Choose Add "Work or School Account" on your Microsoft Authenticator app then scan the QR code on screen.



8. Test your Multifactor App

Approve the prompt delivered to your mobile device via Microsoft Authenticator.



9. Proceed to the dashboard

Your Insight Dashboards should open.



Don't have access?

Contact your Globetrotter Client Relations Manager if you do not have the required access.