

Obtaining a Power BI Subscription

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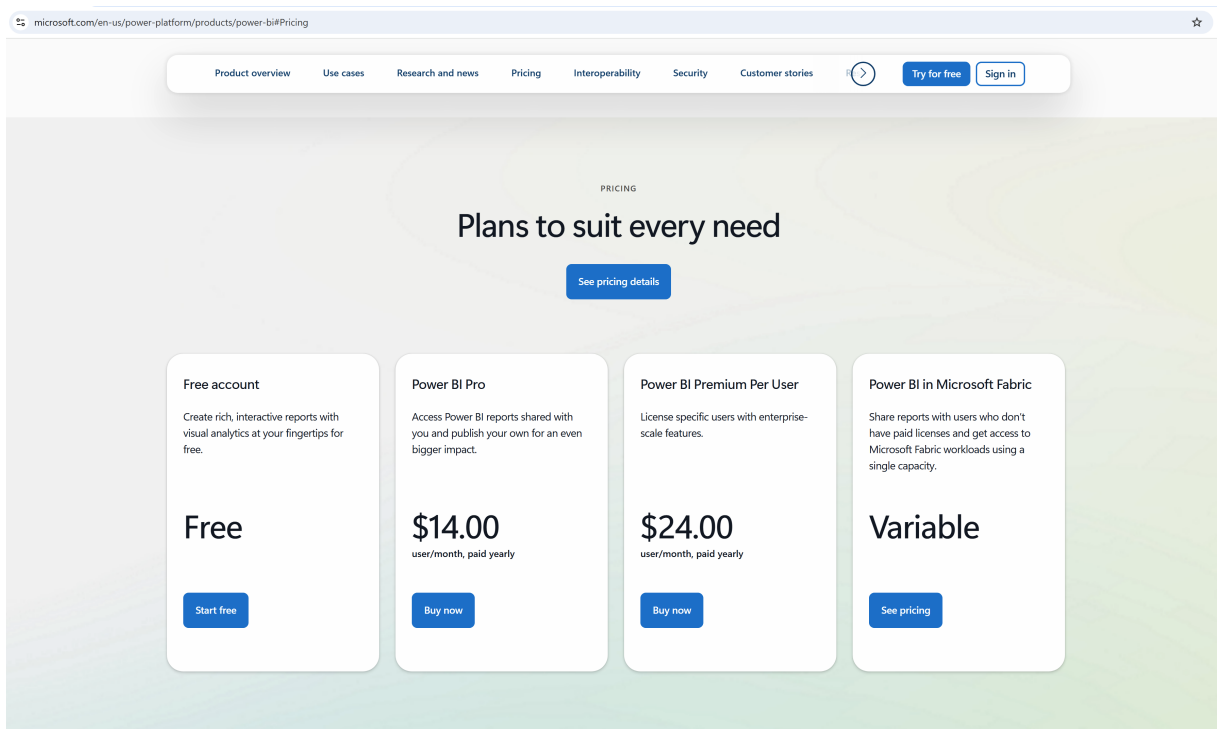
This guide explains signing up for a Power BI subscription to use the aACE+ Power BI integration. It is intended for system administrators.

To use the aACE+ Power BI integration, you must have a Power BI Pro subscription or better. The free account does not allow you to share documents and prevents you from effectively interacting with Power BI reports and dashboards.

Note the prices shown in screenshots are subject to change, as the Power BI subscription is a Microsoft service.

To obtain a subscription for Power BI:

1. Navigate to the [Power BI website](https://www.microsoft.com/en-us/power-platform/products/power-bi) (<https://www.microsoft.com/en-us/power-platform/products/power-bi>) and locate the Pricing section.



2. Select **Buy now** for the Power BI plan you want to purchase.
3. Enter the information for your subscription, including the billing frequency and length of the subscription.

Power BI Pro

Subscription & account details Sign-in details Add payment, confirm & complete order

Set up your subscription

Choose the number of users, subscription length and billing term you prefer.

Product name	Unit price	Quantity	Subtotal
Power BI Pro Pay Yearly, 1-year subscription	\$168.00 user/year	1	\$168.00

▼ Billing settings - update subscription length and billing frequency

Choose the length of your subscription How often do you want to be billed?

☒ 1 year ☐ 1 month Yearly

Payment due today (tax not included) **\$168.00**

Next

4. Enter your email for the subscription, then select **Next**.

Power BI Pro

Subscription & account details Sign-in details Add payment, confirm & complete order

Enter your email

Enter your work or school email address, we'll check if you need to create a new account for Power BI Pro.

Email

Next Back

5. If you do not have a Microsoft account, select **Set up account** to create an account using your company email address.

Power BI Pro

Subscription & account details Sign-in details Add payment, confirm & complete order

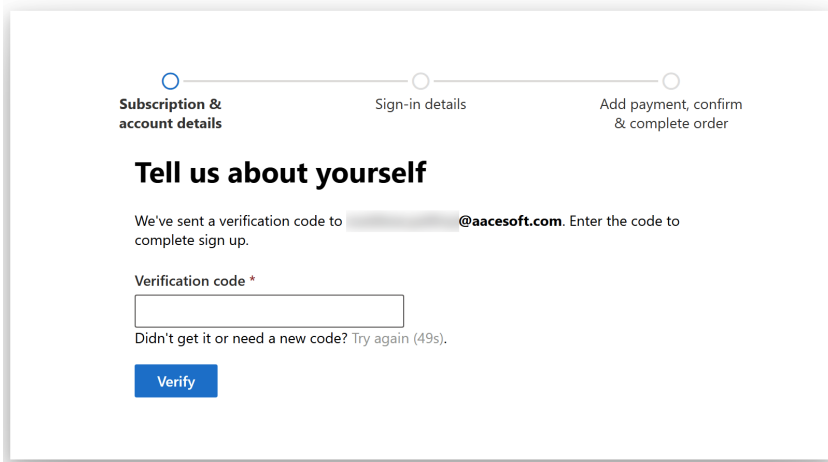
Enter your email

Looks like you need to create a new account. Let's get you started!
Continue as @aacesoft.com.

Set up account Change my email

6. Verify your email through the Microsoft verification code system.

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The screenshot shows a Microsoft account verification page. At the top, there is a progress bar with three steps: 'Subscription & account details' (active), 'Sign-in details', and 'Add payment, confirm & complete order'. Below the progress bar, the heading 'Tell us about yourself' is displayed. The text states: 'We've sent a verification code to [redacted]@aacesoft.com. Enter the code to complete sign up.' There is a text input field for the 'Verification code *'. Below the input field, it says 'Didn't get it or need a new code? Try again (49s)'. At the bottom, there is a blue 'Verify' button.

7. Configure the Microsoft Authenticator login method for two-factor authentication.



The screenshot shows the Microsoft Authenticator installation screen. At the top left is the Microsoft logo. Below it, the email address [redacted]@aACESoftware.onmicrosoft.com is displayed. The heading 'Install Microsoft Authenticator' is centered. Below the heading is a large blue shield icon with a person silhouette. The text below the icon says: 'Install the app on your mobile device, then come back here to continue.' There are two buttons for downloading the app: 'GET IT ON Google Play' and 'Download on the App Store'. Below these buttons, there is a link: 'Set up a different authentication app'. At the bottom right, there is a blue 'Next' button.

8. Enter the required personal information (e.g. name, company, job title) for your account, then select **Next**.

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Subscription & account details

Sign-in details

Add payment, confirm & complete order

Tell us about yourself

First name *

Middle name (Optional)

Last name *

Company name *

Company size *

Business phone number *

Job title *

Address line 1 *

Address line 2 (Optional)

City *

State *

Zip *

Country/Region *

Does your company have a website? *

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By selecting **Next**, you agree to the terms and conditions in the [Microsoft Customer Agreement](#) and you represent that you are authorized to accept the terms of this Agreement on behalf of your organization.

9. Confirm your Power BI subscription order, then select **Place order**.

✓

Subscription & account details

✓

Sign-in details

○

Add payment, confirm & complete order

Once you have enabled two-factor authentication and purchased the Power BI subscription, Power BI appears in your [Apps Dashboard](http://myapps.microsoft.com) (<http://myapps.microsoft.com>).