**OKTA/TABLAEU INSTRUCTIONS**

# PHASE I Rollout

To ensure that OKTA/Tableau security features and dashboards are working efficiently and accurately, we are doing a phased approach to rolling out this feature. Phase I will include an email with these instructions to active users with Director or Supervisor roles in Texas Educating Adults Management System (TEAMS).

Once Directors and Supervisors have had a chance to get access to the system, test the system, and provide feedback, we will begin Phase II. Phase II will include all other active TEAMS users getting access to the dashboards.

The security and access you have in TEAMS are mimicked to the grantee level dashboard and data you will have available to you in OKTA/Tableau. Those of you who have multiple logins, we have an option once you sign into Okta/Tableau dashboards to select what role (data) you would like to view.

# Dashboard Links

# There are currently two dashboards available to use. One shows a statewide overview of enrollments, the other is more grantee level. Below are access links.

[Total Enrollments Contracted Statewide](https://tableau1.twc.state.tx.us/#/site/AEL/views/TotalEnrollmentsContracedStatewide/GettingStarted) – Shows enrollment and performance data at the statewide level.

[Total Enrollment Contracted Grantees](https://tableau1.twc.state.tx.us/#/site/AEL/views/TotalEnrollmentsGrantees/GettingStarted) – Shows the enrollment and performance data based on the user’s TEAMS role.\* For example, a user who can only see a single class in TEAMS will only be able to see the data for that class in the dashboard, while a user with full access to a Grantee’s data will be able to see all student data for the Grantee. Data is limited based on the user’s role to protect student PII.

Users must have an active TEAMS account to see data in the Total Enrollment Contracted Grantee dashboard. It may take a couple of days for Tableau reactivation once a user has logged into their TEAMS account to make the account active.

# Dashboard Documentation

Documentation for the Statewide and Grantee dashboards is available on the [Texas Workforce Commission Adult Education & Literacy webpage](https://www.twc.texas.gov/students/adult-education-literacy-teachers-providers) in the Administrative Tools & Forms > AEL Dashboards section. “[Enrollments Statewide](https://www.twc.texas.gov/files/students/user-documentation-ael-enrollments-statewide-report-twc.docx)” and “[Enrollments Grantees/Providers](https://www.twc.texas.gov/files/students/user-documentation-ael-enrollments-grantee-report-twc.docx)” are dashboard specific user documentation that include information about the visualizations in each dashboard, methodology used to create the report, and fields included in the dataset. The “[Tableau Basic User Guide](https://www.twc.texas.gov/files/students/tableau-user-guide-ael-twc.docx)” provides general information for using a Tableau dashboard.

It is highly recommended you review the documentation as they provide important information that may answer questions you have about using Tableau and the dashboards.

# Did Not Activate Your OKTA account?

Users will have to request an activation email be resent by contacting wfsupportdesk@twc.texas.gov if Okta wasn’t activated within 7 days of the initial email sent between June 16-18th. This email may have gone automatically go to your “Junk” folder.

Need a Password Reset?

If you forgot the password you set up back in June, you will need to request a password reset by contacting wfsupportdesk@twc.texas.gov.