

Tableau Secure Data Portal: Getting Started

Introduction

The Tableau Secure Data Portal (TSDP) is a data analytic and visualization tool available to school and district users to review and analyze student, educator, or finance data.

To access TSDP, users must have an OSPI Education Data System (EDS) account. If you do not have an EDS account, go to <https://eds.ospi.k12.wa.us/> and select the create an account tab.

Requesting a Tableau User Role

After accessing an existing EDS account or creating a new account, access for the TSDP must be requested from the District Data Security Manager (DDSM). *Each district manages their own security and may have their own unique requirements/process for getting access.* A complete list of DDSMs can be found at <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

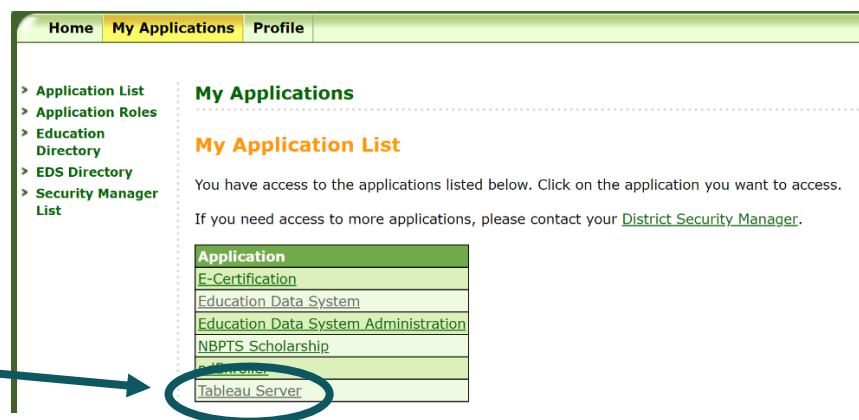
When requesting access from a DDSM it is important to specify which user role you are requesting; Student Interactor, Educator Interactor, or Finance Interactor.

User Role	Description
Educator interactor	Educator data collection tool and other teacher/staff systems.
Finance interactor	School financial information, including but not limited to SAFS.
Student interactor	Student reports focused around CEDARS data and its related sub-systems.

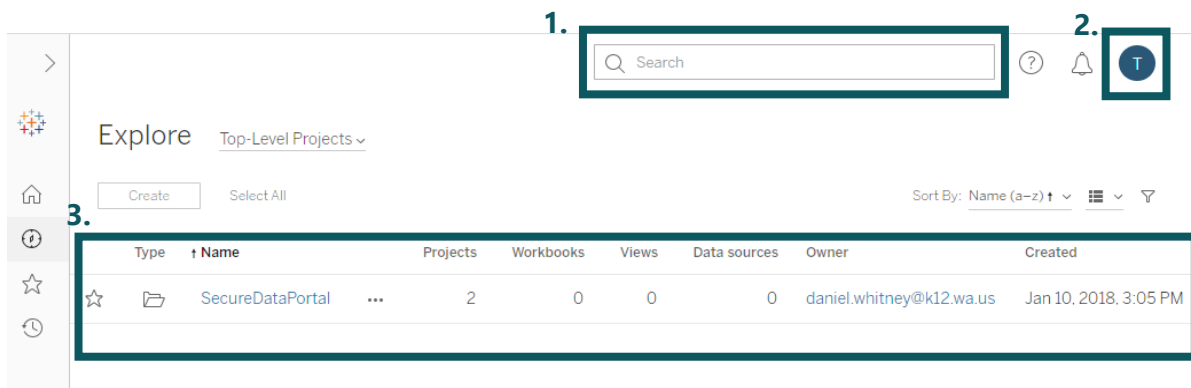
Note: Tableau user roles do not provide immediate access once assigned. Users will typically get access the next day.

Navigating to the Tableau Secure Data Portal

Upon signing into EDS, users can navigate to the Tableau server by going to "**My Applications.**" Under My Applications, select "**Tableau Server.**"



After selecting the Tableau Server users will be brought to the tableau server landing page.



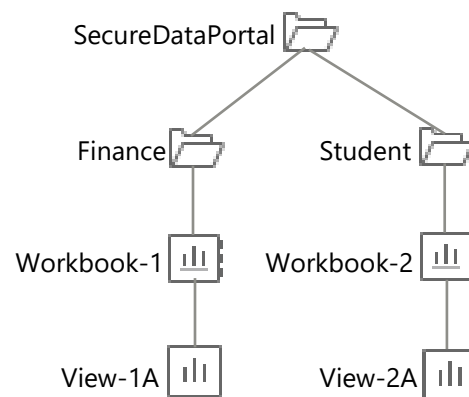
Some of the key features you'll find on this landing page are:

1. Search bar: This feature can be used to search data workbooks by name or key word.
2. Profile settings: Can be used to change your landing page or logout. Users will also find account settings under profile settings; it is **critical** that users do not change their Tableau passwords for any reason
3. Project list: This is a hierarchical folder structure that users can use to navigate through the various projects and data workbooks.

Finding Your Data in The Tableau Project Structure

The Tableau server follows a hierarchical file system. The Secure Data Portal is a project with subprojects, workbooks, and views all nested within the Tableau Project structure.

Hierarchy	Description
Project	Highest level of the server hierarchical structure. SecureDataPortal is an example of a project.
Subproject	Subprojects are nested within a project. Educator, Finance, and student are all examples of subprojects.
Workbook	Workbooks are the data tools themselves comprised of one or more views.
View	Views are where users can view and interact with the data visualizations.



Support: For general questions about accessing the Tableau Secure Data Portal through EDS please contact customersupport@k12.wa.us. For specific questions about the data workbooks, please contact our subject matter experts: Student (Student.Information@k12.wa.us), Educator (title2data@k12.wa.us), and Finance (Vicky.Dyer@k12.wa.us).

