Use this template to request access to an existing workspace

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Subject: Request for Power BI Pro License & Workspace Contributor Access

Message:

Hi IT Support Team,

I am requesting a Power BI Pro License and access to the [Insert Workspace Name] Power BI Workspace.

Could you please assign me a Power BI Pro License and the "Contributor" role for this specific workspace?

I require this specific license and role level so that I can:

1. Publish new maintenance reports directly to the Power BI Service (Pro License required).
2. Update the workspace App to distribute reports to our end-users.
3. Set up and manage scheduled data refreshes for our connected datasets.

Thank you,

[Your Name]

[Your Department/Job Title]

[Your Contact Information]

—

Use this template to request the creation of a new Power BI Workspace

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Subject: Request to Create New Power BI Workspace – [Workspace Name]

Message:

Hi IT Support Team,

I am requesting the creation of a new Power BI Workspace and the assignment of the "Contributor" role for myself upon setup.

Workspace Name: [Insert Desired Workspace Name]

Could you please create this workspace and assign me the "Contributor" role so that I can:

1. Publish new maintenance reports directly to the Power BI Service.
2. Update the workspace App to distribute reports to our end-users.
3. Set up and manage scheduled data refreshes for our connected datasets.

Please let me know if you require any further information or approvals to proceed.

Thank you,

[Your Name]

[Your Department/Job Title]

[Your Contact Information]