To access and use a cube, first open Microsoft Excel on your computer and start a new blank workbook.

Note: You are not limited to only Excel. You can follow similar steps using Tableau.

Next, the “Data Connection Wizard” will open. You will use the wizard to connect to the data cube.

**1. Open**

- Select the “Data” tab at the top
- Select “From Other Sources”
- Select “From Analysis Services”

**2. Connect**

- Type “cubes.uw.edu” into the “Server name” field

**3. Log In**

- Select “Use Windows Authentication”
- Type “netid\[yourNetID]” and password

**4. Select**

- From the database dropdown, select “ResearchAdminData”
- From the list, select “ResearchAdminData”
- Select “Next”

That’s it! Now select “Finish” and you are connected to the cube!