

# How to access AACOM analytics dashboards

## Login credential

1. **COM users with Microsoft Office365:** The same login as your **COM office365**
2. **COM users without Microsoft Office365:** You should have received an email invitation to activate an Office 365 account. This is the account that you will use to login to the AACOM dashboard. If you don't have the email invitation anymore or have forgotten the password, please email [helpdesk@aacom.org](mailto:helpdesk@aacom.org) and we will resend the invite or reset your password.

## Install the VPN client (**one time only and may need to contact your COM's IT department to help install the VPN client**)

1. Go to <https://tableau.aacom.org> in any web browser
2. Login with your credential (above)
3. Click **GlobalProtect Agent** and download and install the GlobalProtect VPN client that is suitable for your computer
  - ✓ **Windows users: Windows 32 or 64 bit GlobalProtect Agent**
  - ✓ **Mac users: Mac 32/64 bit GlobalProtect agent**

## Connect to the VPN and access AACOM analytics dashboard

1. Open the VPN client **GlobalProtect** on your computer
2. Enter the Portal name **Tableau.aacom.org** and click "Connect". Login with your credentials (above)
3. After the VPN is connected, open any web browser and type the analytics URL:  
<https://analytics.aacom.org>
4. Enter your login again, if prompted

Note 1: You should disconnect from GlobalProtect VPN when you are done accessing the dashboard. Click on the GlobalProtect icon on your taskbar and click "Disconnect".

Note 2: You must connect to GlobalProtect VPN each time you access the dashboards, but you will not need to configure the portal name again for subsequent access. Just click on the GlobalProtect icon on your taskbar and click "Connect".

## Accessing dashboard from mobile devices (iOS or Android)

1. Install the app **Global Protect** from the **App Store** or **Play Store**
2. Add the host name in Global Protect: **tableau.aacom.org** and your login (above)
3. After the VPN is connected, open any web browser and type the analytics URL:  
<https://analytics.aacom.org>
4. Enter your login credentials again