

Tableau Desktop Purchase/Renewal

Does your department have an existing Tableau license/key? *and/or*
Are YOU already using Tableau Desktop?



Yes

No

Does the user have an existing Tableau portal?

Yes

No

Work with your purchasing manager* to confirm the purchase

Purchasing manager work with Tableau Rep** to add licenses and pay

Work w/UIS team*** to reconcile old portal or add new portal

Work w/Tableau rep.** to buy new license if needed

Tableau charges dept. directly for license

Confirm funding w/your dept. purchasing manager*

Contact the CU Tableau Rep**

Tableau Rep creates new portal within CU Enterprise

Tableau Rep adds keys to new portal

*If unknown, contact: Crystal.DiCino@cu.edu

**Tableau Rep: ssampson@tableau.com

***UIS team contact: irmhelp@cu.edu