



# Tableau Desktop Purchase/Renewal

Do you already have a Tableau Desktop & Prep license key?

Yes

No

Identify Your Department's existing Tableau Licenses Management Account aka Tableau Customer Portal. If you don't know in which portal your license lives please contact **UIS/IRM team** or your Dept. Tableau Site Admins  
<https://customer-portal.tableau.com/>

You confirm funding with your dept. purchasing manager \*

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You or Your Department Tableau Site Admins will contact the Tableau Rep \*\*

Inform your intention to Department's Tableau Site Admin \*\*

Your Department Tableau Site Admins \*\* works with tableau Rep to creates new Tableau Customer Portal within CU Enterprise or adds the new key in an existing portal when purchase is finalized

Dept. Tableau Site Admin will work with Tableau Rep \*\*\* to renew license or add brand new licenses into the appropriate portal or assign existing license into an appropriate portal.

Dept. Tableau Site Admins or Tableau Rep add you in the portal

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You Collect Tableau License key from the portal or receive License key in email and Activate the license and manage the license

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\* If unknown, contact: Crystal.DiCino@cu.edu  
\*\* Tableau Site Admin Link (Click Here)  
\*\*\* Tableau Rep: soglesby@tableau.com  
If **renewal** issues contact: soglesby@tableau.com  
If you don't know who is your Dept. Site Admin please contact **UIS/IRM team**: irmhelp@cu.edu