

Tableau Desktop Installation & Upgrade - User Instructions

If you are already using Tableau Desktop with a license issued and maintained by the CeDAR group, you may update your desktop version to match the version of the Princeton Tableau server. To do this, **you will not need to request assistance from Desktop Support Services**. Simply follow the instructions below.

If this is your **first** time installing Tableau Desktop with a license issued and maintained by the CeDAR group, **you will need to request assistance from Desktop Support Services**, if you do not have local admin privileges for your computer.

Note: CeDAR will provide you with the **License Key** at the time you install **Tableau**.

Please contact us to schedule a time for the call. We do not email License Key numbers.

License keys are valid for a 3-year time period from the date they are purchased, not from the date they are assigned. Please send us an email confirming that you have installed Tableau Desktop, after the install has completed.

Following the instructions outlined below, you may install the latest version of the software.

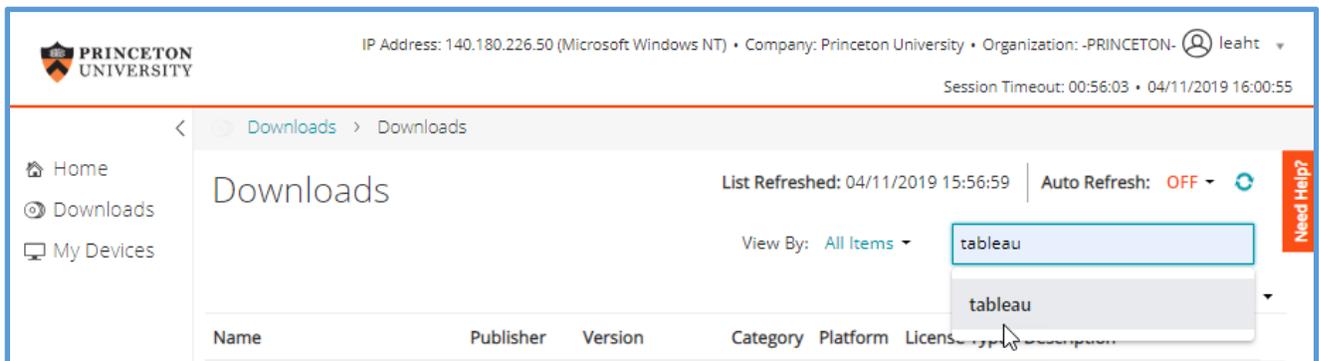
1) Go to the KACE website: <https://princeton.edu/kace> .

2) Log in using your netid and password.

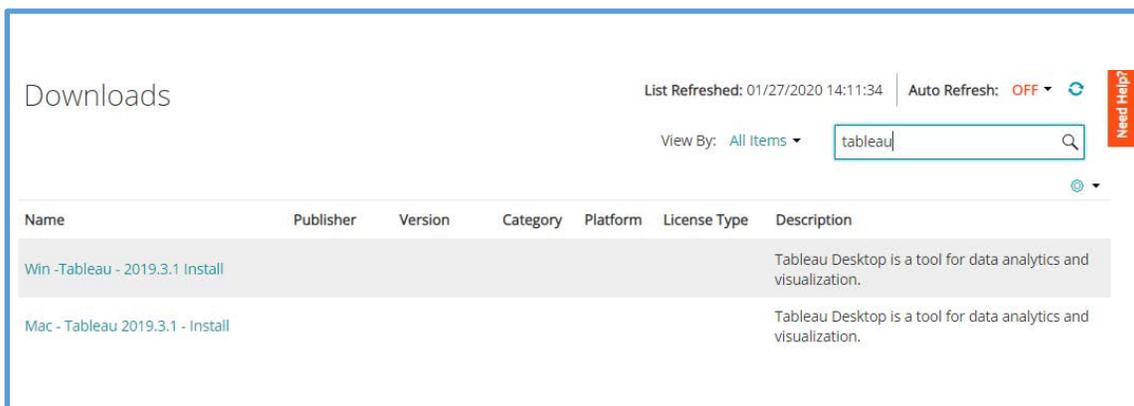
Note: KACE is Duo enabled so you will need to provide secondary validation if your profile is set up to utilize two factor authentication.

3) Once logged into KACE, you will arrive at the **Downloads** page.

Enter **Tableau** in the search window and hit the **Enter** key to search.



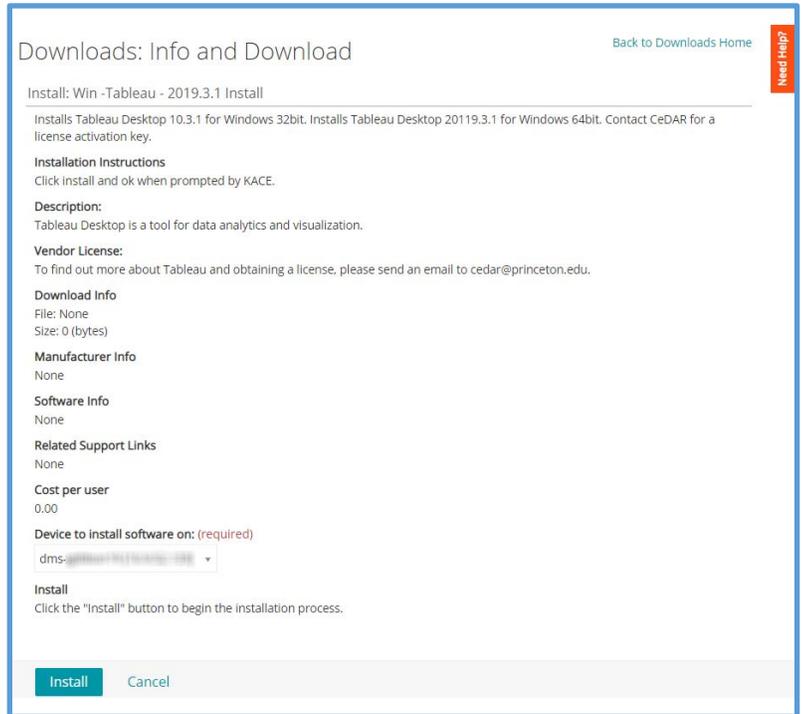
4) You have the option of installing **Tableau** for the Windows or Mac environment. Select **Install** to continue.



5) The **Download: Info and Download** window opens. Select **Install** at the bottom of the page.

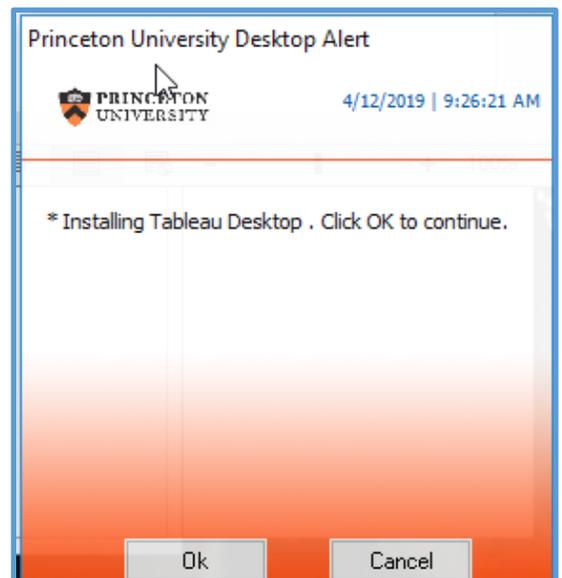
6) The **Download History** window opens. The last line will indicate your **Install Request**. It may take several minutes for the **Install** to begin. Be patient.

7) A new line will appear indicating the Install was successful. You may need to refresh the page a few times, before the install is completed, and the row shows.



Name	Status	Requested
Win -Tableau - 2019.3.1 Install	Install Requested	01/27/2020 14:17:25

8) The **PU Desktop Alert** window will open. If you have multiple monitors this window may open on a different monitor. It may also open under other items that may be open on your desktop. It is recommended that you minimize all open docs, other than this one when installing/updating Tableau Desktop. Select **OK** to continue.
Note: this is a *silent install* and takes several minutes to complete.



9) If this is your **first** time installing Tableau you may see a Tableau icon appear on your desktop. Or you may need to use the **Start** search window to find the icon/application.

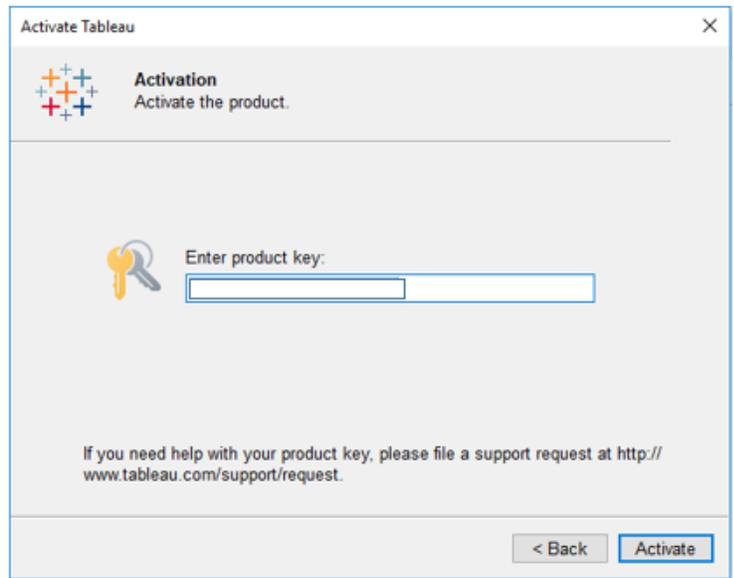
10) When you open **Tableau** you will be taken to an **Activation** window.



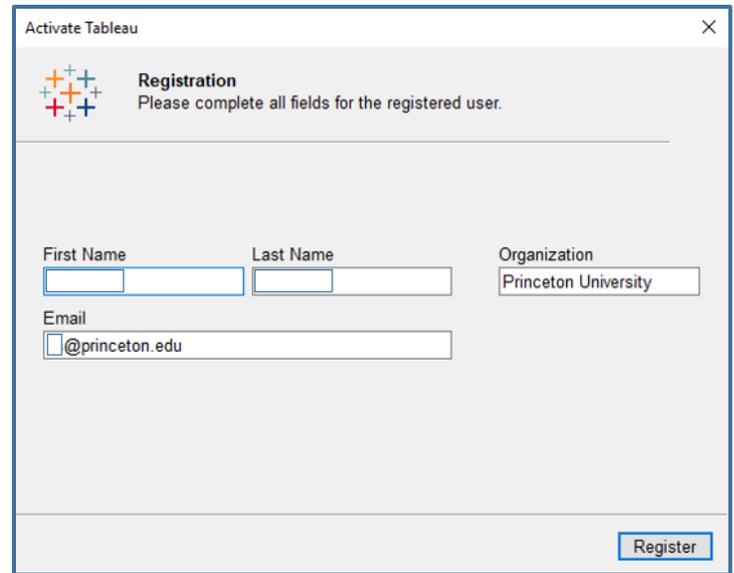
11) In the window select the link to register a **License Key**. If this is the first time installing Tableau Desktop provide the requested information.

This is the time to call the CeDAR staff member who will give you the License Key.

In the new window that opens enter the **Key**.
Select **Activate**.



12) A **Registration** window will open.
If it is blank complete the form with your information.
Select **Register** when ready.



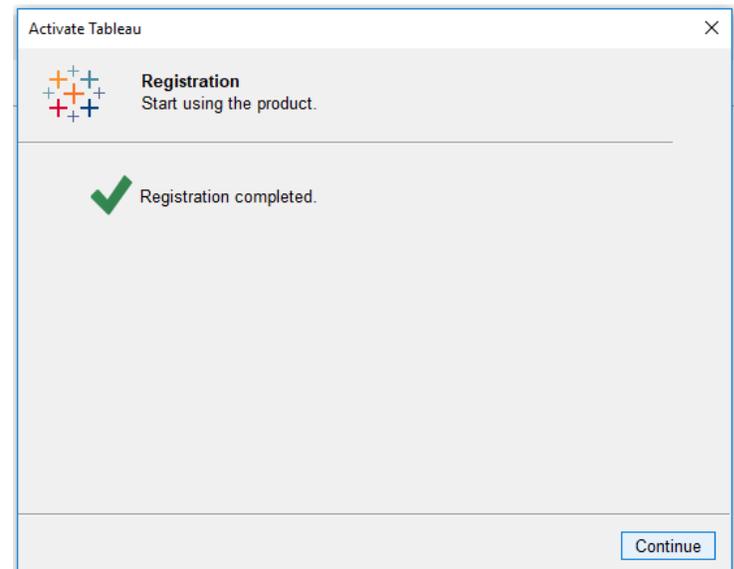
13) Another window should open indicating **Registration completed**.

14) Select **Continue**.

The Tableau Desktop tool should open.

15) If this is an upgrade, your information will pre-populate based upon the prior Tableau install. Simply confirm/modify your registration details to log into Tableau.

16) You will see a Tableau icon on your desktop and a Tableau option on your start menu.



Note: Windows users might receive an error message like the one below when connecting to a file (e.g., an Excel file) for the first time after installing Tableau. **This message can be ignored.** After closing and restarting Tableau, this message should not reappear.

