

# How to login to the dashboard for the first time (1/3)



1 Open your preferred internet browser (either Google Chrome or Microsoft Edge) and type [www.dbedashboard.co.za](http://www.dbedashboard.co.za) then press enter.



2 On the DDD website, click the log in button to be directed to the dashboard login page.



3 Enter your dashboard username (name.surname@dbedashboard.co.za) and click "Next".

**\*Do not enter an email address in here, enter your dashboard username e.g. Andile.Nkosi@dbedashboard.co.za**

4 Enter your dashboard password (provided in the welcome email) and select "Sign in".

5 As this is the first time you are logging in to the dashboard, you will be asked to **create a new password**. Enter the current password (which you were given with your username) and then add a new password of your choice. Once you have confirmed your new password, click "Sign in".

- \*When creating a new password:
- You cannot use your name or surname as part of your password
  - Your password must have a minimum of 8 characters
  - It must contain 3 of the 4 following:
    - Lowercase letter
    - Uppercase letter
    - Number
    - Symbol
  - When resetting your password, never select "Skip setup" –this will result in future access restrictions



# How to login to the dashboard for the first time (2/3)



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When the “More information required” screen appears, click “Next”.

\*Do not select “Use a different account” and do not select “Learn more”.

data driven districts  
yourname.yoursurname@dbedashboard.co.za

### More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

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You will then see this screen, which requests your cell phone number in order to receive a call or text message to ensure your account is secure.

**Use the drop-down menu and type “S” and select the South African dialing code. Then enter your cell number but exclude the first “0”. Then press “Next”.**

**Note:** Do not select “Skip setup”, you will not get access to the dashboard.

### Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

#### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

South Africa (+27) Enter phone number

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

**Next**

[I want to set up a different method](#) [Skip setup](#)

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Once you have received the code via text, **enter the 6-digit code and click “Next”**.

< [Profile Icon]  
+27 87085101202132

Text Message  
Thu, 25 Aug, 13:59

Use verification code 039936 for Microsoft authentication.

### Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

#### Phone

We just sent a 6 digit code to +27 760850090. Enter the code below.

Enter code

[Resend code](#)

[Back](#) **Next**

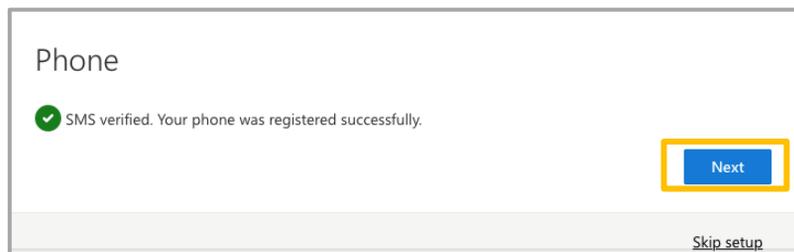
[I want to set up a different method](#) [Skip setup](#)

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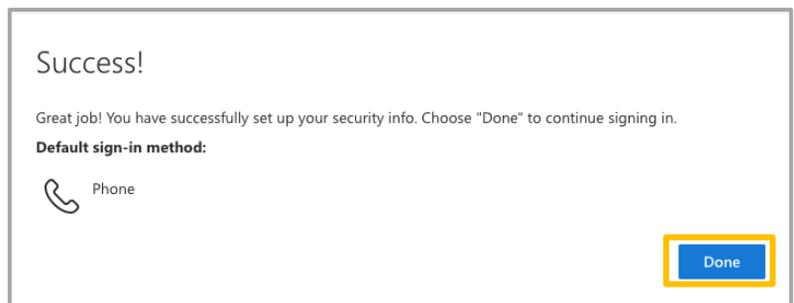
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The next screen will indicate that your phone number was registered successfully. **Select "Next"**.



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The final set up screen will confirm your cell phone number. **Click "Done"**.



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You will be asked if you want to stay signed in. **Select "Yes"**.



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Once you have completed the set up, you will be redirected to the dashboard landing page.

**You can now start exploring the Dashboard.**

