

How to login to the dashboard for the first time (1/4)



1

Open your preferred internet browser (either Google Chrome or Microsoft Edge) and type 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” or “Submit”.

Do not enter your email address 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



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

Phone

✓ SMS verified. Your phone was registered successfully.

Next

Skip setup

10

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

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone

Done

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



yourname.yoursurname@dbedashboard.co.za

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

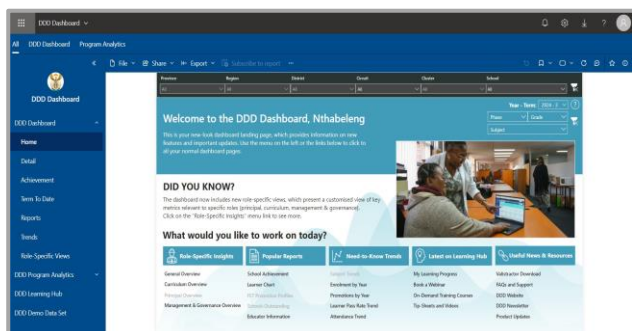
No

Yes

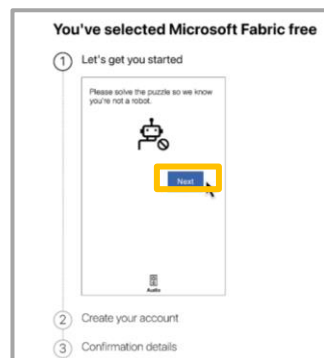
12

Once setup is complete, you'll be directed to the dashboard landing page (Image A). If you see Image B instead, simply **click “Next”** and continue to step 13.

A



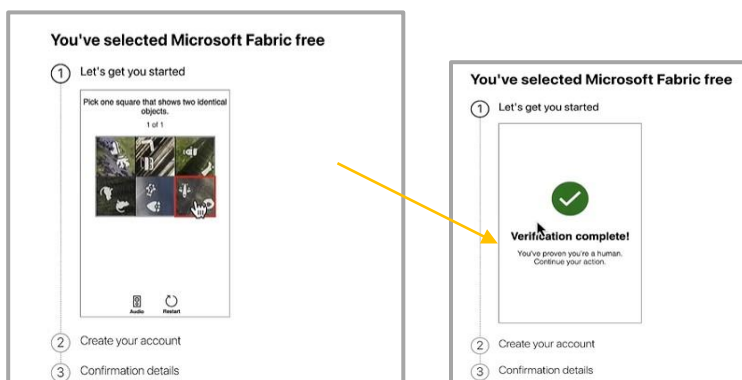
B



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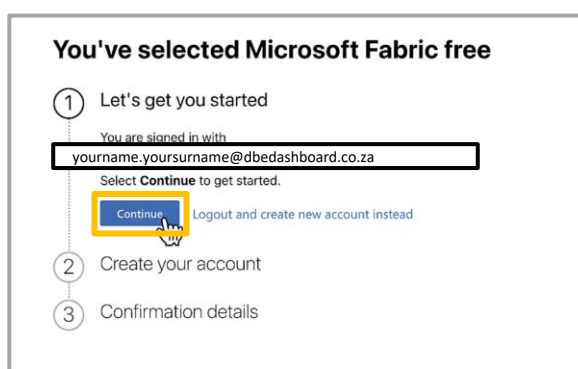
13

Click on certain images, solve a simple puzzle, or type characters from an image.



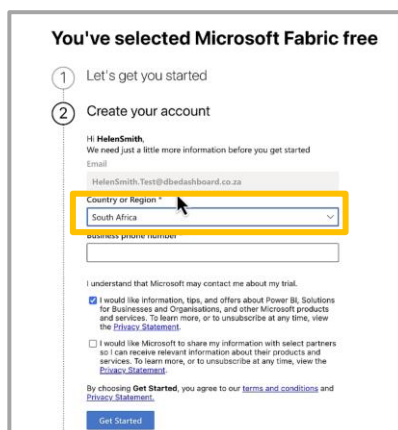
14

Ensure that you are signed in with your DDD Dashboard username e.g. name.surname@dbedashbaord.co.za. Click **“Continue”**.



15

Use the dropdown to select South Africa and then insert your cell phone number. Click **“Get Started”**.



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Ensure you have completed this process with the correct DDD username. Click **“Get Started”** and start exploring the dashboard.

