How to login to the dashboard for the first time (1/4)
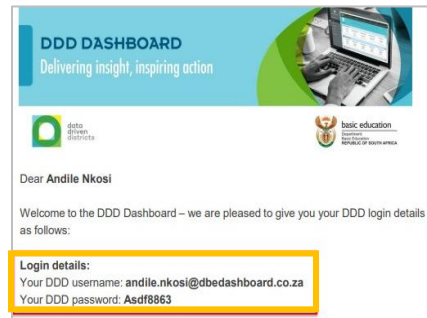
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1 Check your emails for your DDD login user details.

- Search for the email with the subject line: **Your DDD username and password.**
- Check your junk email/spam folder.

Then open your preferred internet browser (either Google Chrome or Microsoft Edge) and **type www.dbedashboard.co.za** then press enter.

DDD DASHBOARD
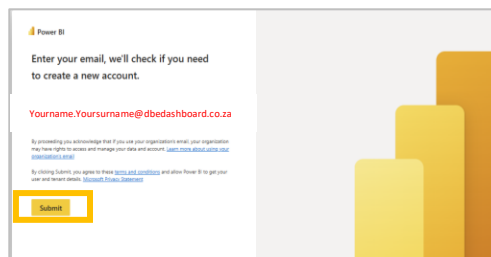Delivering insight, inspiring action

basic education
Department
Basic Education
REPUBLIC OF SOUTH AFRICA

Dear **Andile Nkosi**

Welcome to the DDD Dashboard – we are pleased to give you your DDD login details as follows:

Login details:
Your DDD username: **andile.nkosi@dbedashboard.co.za**
Your DDD password: **Asdf8863**

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

NEED HELP?
Call 011 084 7983 or email help@dbedashboard.co.za
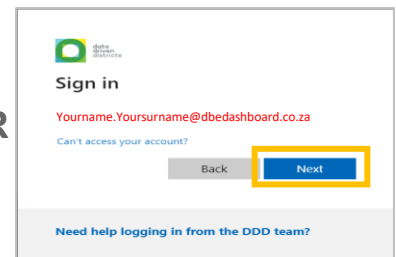Click here to go to the DDD support page.

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3 **When one of the screens appear, copy and paste your dashboard username** (name.surname@dbedashboard.co.za) provided in the welcome email in step 1 and click "Next" or "Submit".

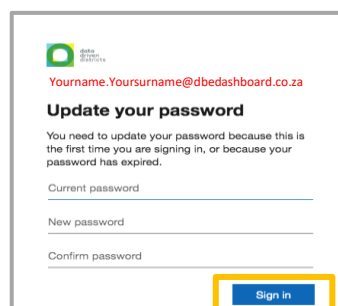**Do not enter your email address here, enter your dashboard username e.g. Name.Surname@dbedashboard.co.za**

Power BI
Enter your email, we'll check if you need to create a new account.
Yourname.Yoursurname@dbedashboard.co.za

By proceeding you acknowledge that if you use your organization's email your organization may have rights to access and manage your data and account. Learn more about using your organization's email

By clicking Submit, you agree to these terms and conditions and allow Power BI to get your user and tenant details. Microsoft Privacy Statement

Submit

OR

Sign in
Yourname.Yoursurname@dbedashboard.co.za
Can't access your account?

Back   Next

Need help logging in from the DDD team?

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4 **Copy and paste your dashboard password** (provided in the welcome email in step 1) and select "Sign in".

Enter password
....
Forgot my password

Sign in

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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 password from your welcome email in step 1 and then add a new password of your choice. Once you have confirmed your new password, click "Sign in".

Yourname.Yoursurname@dbedashboard.co.za
Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

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

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6 When the "More information required" screen appears, click **"Next"**.

*Do not select "Use a different account" and do not select "Learn more".

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

7 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.

Click the drop-down menu and type "S" to select the South African dialing code. Then press "Next".

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

Keep your account secure

Phone

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

What phone number would you like to use?

United States (+1)   Enter phone number

United States (+1)
Afghanistan (+93)
Albania (+355)
Algeria (+213)   means that you agree to the Terms of service and Privacy
American Samoa (+1684)
Andorra (+376)   Next
Angola (+244)   Skip setup
Anguilla (+1264)
Antarctica (+672)
Antigua and Barbuda (+1268)

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

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

+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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9 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

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

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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

You've selected Microsoft Fabric free

① Let's get you started

Please solve the puzzle so we know you're not a robot.
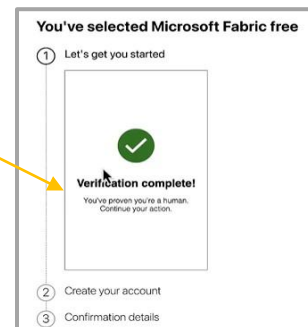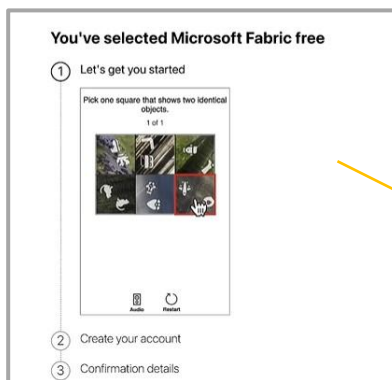
Next

② Create your account
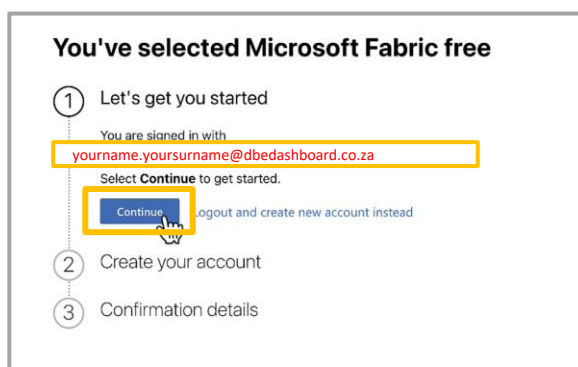
③ Confirmation details

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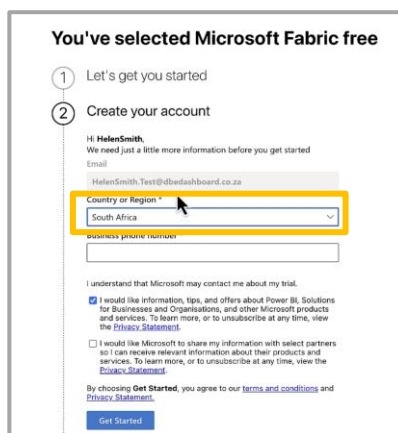

14 Ensure that you are signed in with your DDD Dashboard username e.g. name.surname@dbedashbaord.co.za. **Click "Continue".**

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

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