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1

Open your internet browser (either Google Chrome and Microsoft Edge). In the address bar of your browser, enter www.dbedashboard.co.za and press enter.



2

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



3

Enter your dashboard username in the email text space or select your DDD username (Remember, it is "name.surname@dbedashboard.co.za").

OR

4

On the Enter password page, click on the "Forgot my password" link.

For further assistance please contact Help@dbedashboard.co.za or 011 084 7983



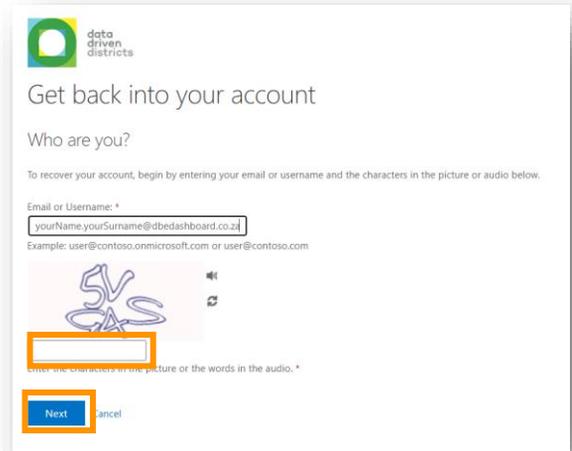


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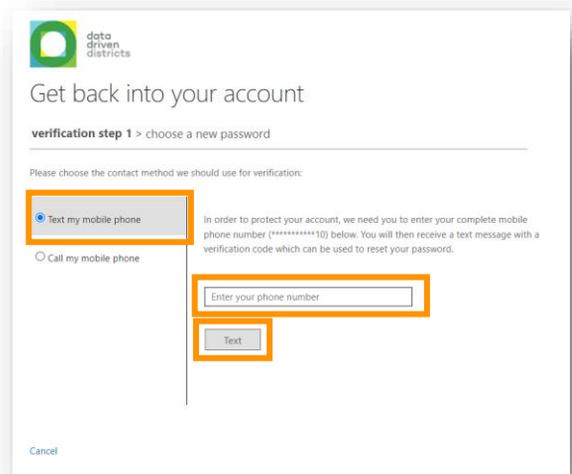
You will then see the page shown on the right. **Type the verification code (the distorted text on screen) into the text space provided and click the “Next” button.**



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After entering the verification code correctly, you will be able to select how you want to receive your verification code. It is recommended that you **choose “Text my mobile phone”**.

You will also have to verify your mobile number by entering it in the text space provided and clicking the “Text” button.



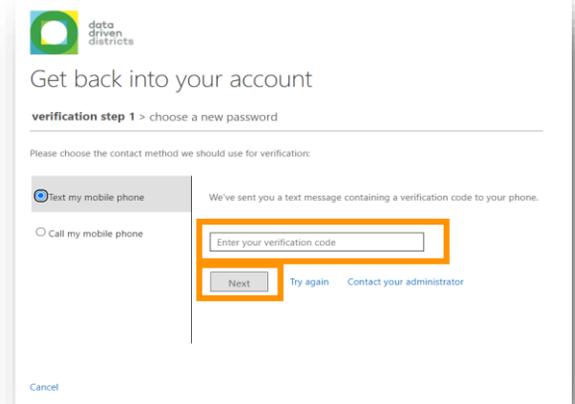
7

Once your mobile number is verified, a text code is sent to your mobile device. As shown in the window on the right, **enter the 6 digit code you receive on your mobile device. and click the “Next” button.**



Text Message
Thu, 25 Aug, 13:59

Use verification code 039936 for Microsoft authentication.





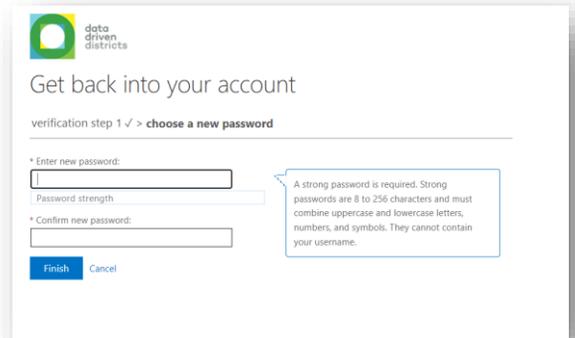
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Once the verification code is confirmed, you need to **enter your new password in the text space provided**. Then confirm your new password by entering it again in the second text space provided. **Then click on the “Finish” button**.

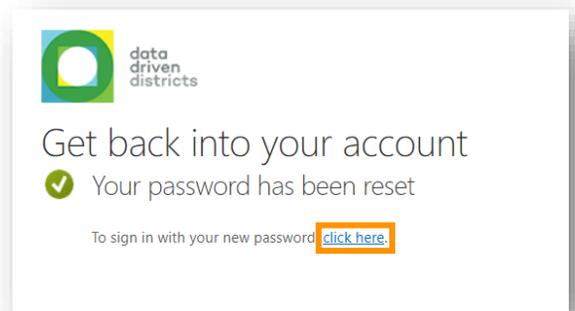
Note: Guidelines for creating a valid password are displayed on the page.



9

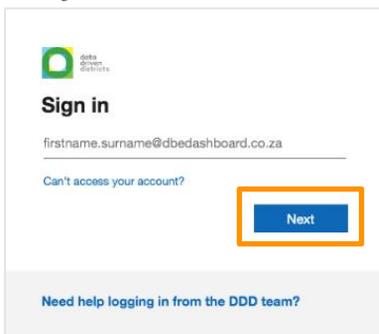
Once you have entered a valid password and **clicked the “Finish” button**.

You can now use your new password to login to your DDD Dashboard account. **Click on the link “click here”**, as shown in the image on the right.

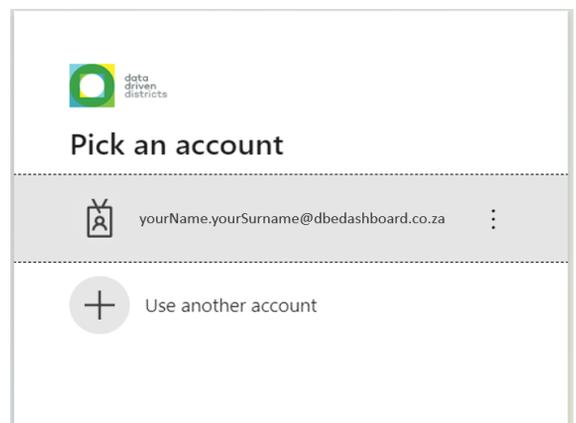


10

You will be redirected to one of login pages shown below. **Enter your DDD username in the email text space or select your DDD username**.



OR



Note: You may see multiple accounts appear in the list, based on your subscription to Microsoft services, so it is important to select the correct DDD user account.

Remember: it is “name.surname@dbedashboard.co.za”.

For further assistance please contact Help@dbedashboard.co.za or 011 084 7983

