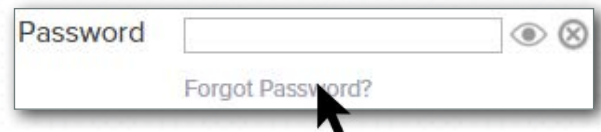


DDD Monthly Dashboard Tip

Solving Password Problems in 4 Easy Steps Forgotten Password

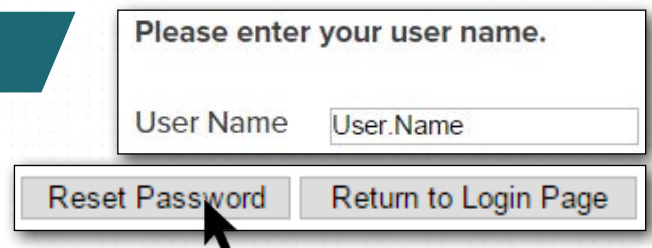
1 Click on forgot password

On the dashboard login page there is a link below the password input called “Forgot Password?” Click on the link and you will be taken to a new DDD Dashboard page.



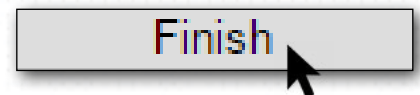
2 Enter username then reset password

On this page you will be asked to put your username into a text box. Next, click on the “Reset Password” button.



3 If successful, click finish

If your username was entered correctly then a message will appear saying “Password reset successfully”. Click on the “Finish” button to get back to the Dashboard login page.



4 A new password will be sent to your email inbox

Open this mail and find the new password. Use this password with your username to log back into the dashboard.

For more information contact the DDD Helpdesk at: help@dbedashboard.co.za



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