Accessing the Employee Dashboard from Home

1. Open browser and go to https://dashboard.chemeketa.edu
2. An Authentication Required popup will appear
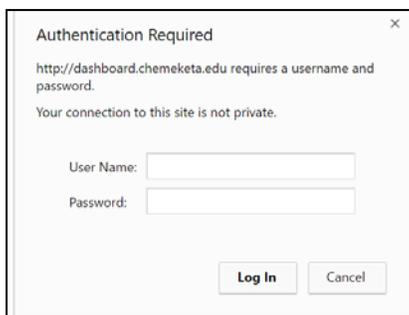
3. Enter your *network* user name. Your network user name is used to log into a computer on the college campus, e.g., bsmart76 or bsmart76@chemeketa.network.
4. Click Tab on the keyboard or move the cursor to the Password field.
5. Enter your *network* password. This is the password used to log into a computer on the college campus. Note: if you are new to Dashboard, your default password (before you change it) is: cccKxxxxxxxx. The characters following "ccc" are your K number, e.g., K00123456.
6. Click Tab or Enter on the keyboard.

Troubleshooting Tips:
- Do NOT hit the space bar after you type your username.
- Do NOT hit the space bar after you type your password.
- Try Internet Explorer as the web browser.
- Try using an alternate format for your user name: ccc\username, e.g., ccc\bsmart76.
- Call the Help Desk at 503.399.7899. Press 1 to speak with the Help Desk agent.