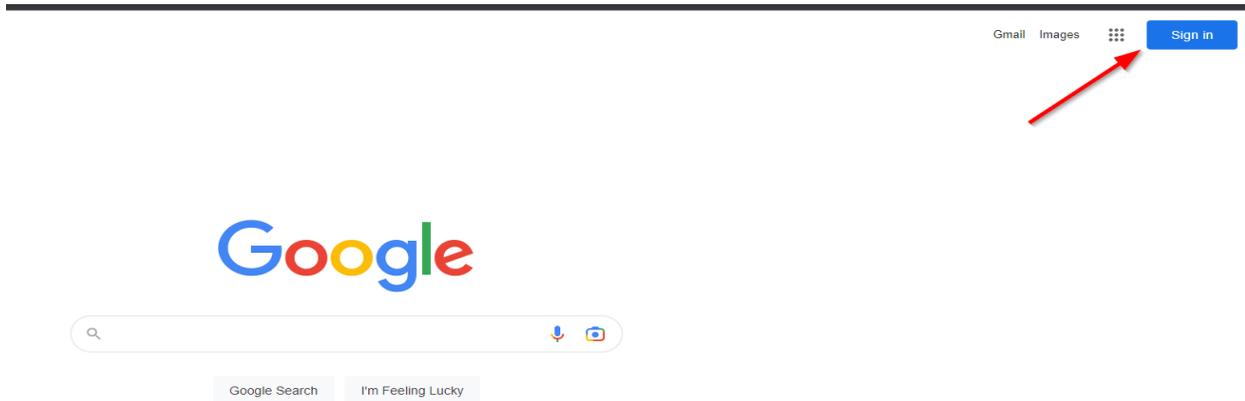
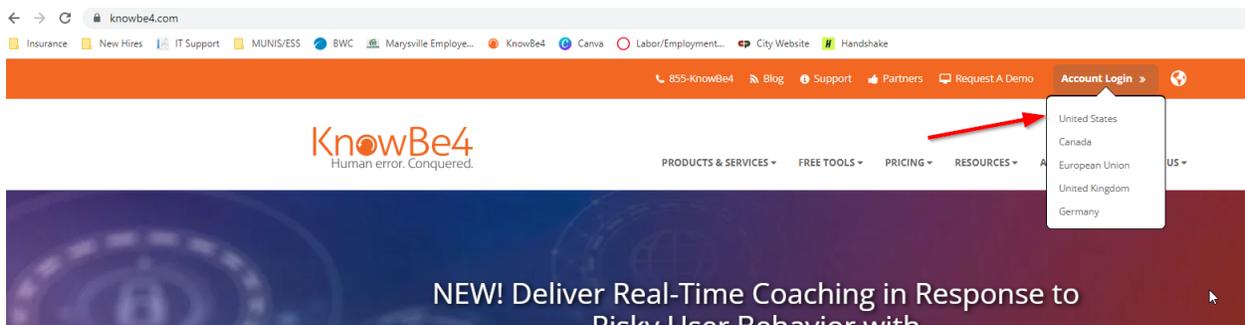


# KnowBe4 Login Tutorial

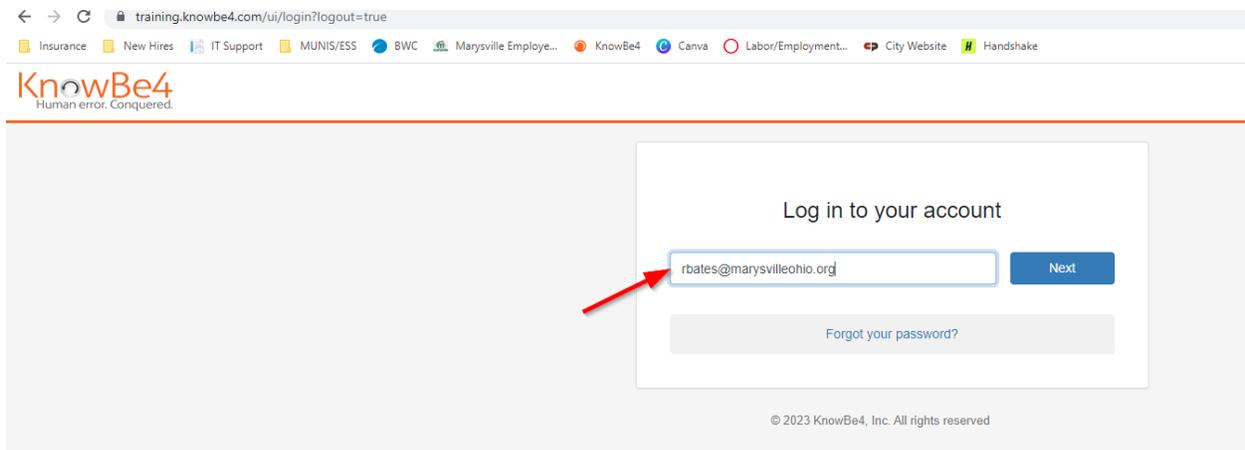


Step 1. If you are logging into the Intranet from a non-dedicated worksite, Log into your email account first using the Multifactor Login process.



Step 2: Using the same browser, go to [www.KnowBe4.com](http://www.KnowBe4.com); At the login screen, Select **Account Login**

Step 2: Select **United States** in the drop-down list



Step 3: Enter your Login information. You will need to use your **full email address**: [bsmith@marysvilleohio.org](mailto:bsmith@marysvilleohio.org); No password is required. Select Next.

# Your Dashboard

The dashboard includes the following sections:

- Training Progress:** A progress bar showing 33% completion. Below it, a message states "You have completed 1 of 3 assignments." with a "Go to Training" button.
- Phishing Test Results:** A section showing "Reported Phishing Emails" (1 / 1) and "Phishing Failures" (0 / 1).
- Badges:** A section stating "You have earned 4 badges during your training!" with a "Learn How to Earn Badges" button.
- Leaderboard:** A section stating "Your group is ranked #3 on the leaderboard. Improve your rank by completing all available training." with a "View Leaderboard" button.
- Assignment List:** A table with columns for Assignment Name, Type, Status, and Due date.

Assignment Name	Type	Status	Due
Your Words Matter About Disabilities	Mobile-First Module	● Not Started	15 days left
GIS	Policy	● Not Started	14 days left
2023 KnowBe4 Security Awareness Training - 30 minutes	Training Module	● Completed	-

This is the Dashboard screen for your account. The **red arrows** indicate all of the areas you can access your training modules.

The information located within the **red box** is a quick view of your status with each of the trainings assigned to you, as well as the amount of time you have remaining to complete it.

If you Select either **Training** or **Go to Training** you will be directed to the actual training modules.

# Your Training

The screenshot shows a web browser window with the URL `training.knowbe4.com/learner/index.html?103832483673957950650290496297148212235#/training/`. The browser's address bar and tabs are visible at the top. Below the browser, the dashboard header includes the Marysville logo, navigation links for Dashboard, Training, Leaderboard, and Badges, and a user profile for Rachel Bates. The main content area displays three training modules:

- GIS:** A green module card with a document icon. It shows "14 days left" and a "Start" button. A red arrow points to the "Start" button. Below the button is a language dropdown menu set to "English (United States)" and a "Completed" status indicator.
- Your Words Matter About Disabilities:** A light blue module card with an illustration of people. It shows "5 minutes" and "15 days left" in a red-bordered box. It has a "Start" button, a language dropdown set to "English (United States)", and a "Test" button.
- 2023 KnowBe4 Security Awareness Training - 30 minutes:** A white module card with a circular arrow icon. It shows "Completed" in a red-bordered box. It has a "Download Certificate" link, a "View Details" link, a "Review" button, and a language dropdown set to "English (United States)".

To Start any training, Select **Start** within each Training Module.

The information within the **red box** indicates the length in minutes of that specific module and the amount of time you have to complete it.