Dimensions / Web Users / Initial Log In Process

This job aide demonstrates how to log in to an employee's Dimensions account for the first time.

Notes

- Make sure that employees are attempting to connect to the production link, NOT the test environment.
- This can be determined by seeing a "prd" in the address bar, as highlighted below.

Log In

1. Go to the Dimensions Production site in Google Chrome or Microsoft Edge: https://idexcorporation.prd.mykronos.com/
2. Enter in the employees username, which is their Employee ID, generally matching that in Workday
   a. If it is a contingent worker, the username may not match the Workday Employee ID. Admin users can verify the employee's username in People Information to confirm.
3. Enter in the temporary password given to you, more than likely "welcome1" without the quotes.
   a. Make sure that CAPS LOCK isn't on.
   b. If using the numpad on the right side of the keyboard, make sure that NUMLOCK is turned on.
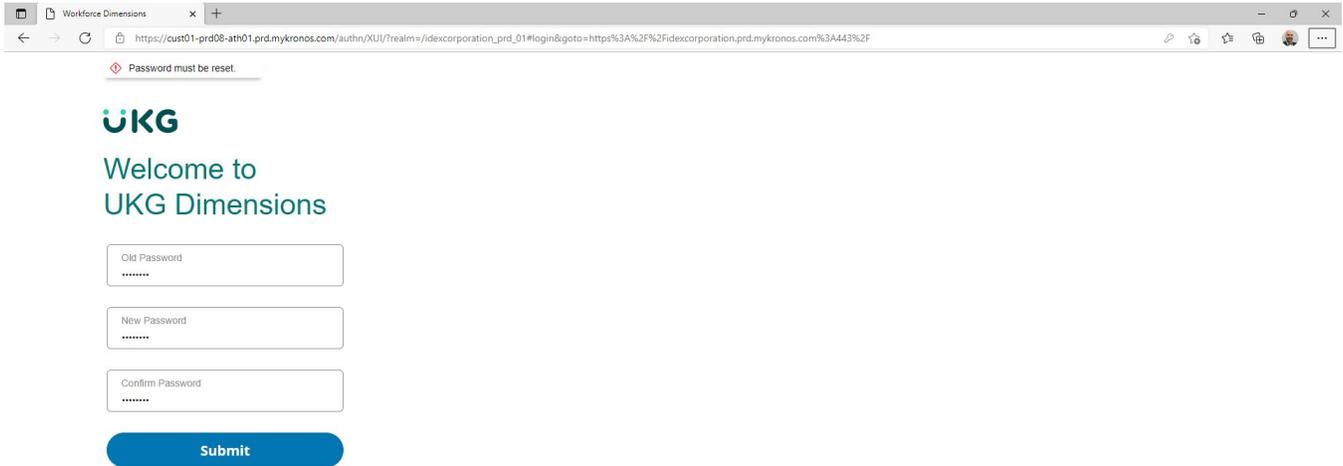

4. Press Log In.
5. Enter in the Old Password, this is the same password that you entered on the previous page, more than likely "welcome1" without the quotes.
6. Create a new password.
   a. The password must be at least 8 characters.
7. Type that same new password in again.

8. Press Submit

9. You are now logged in for the first time. Please note: you will see the IDEX logo on the top left of the screen if you are in the Production Environment. If you see, "TEST SITE" on top, you are in the wrong environment and any changes that you make will not be on your timecard.