

## What is Lenovo ID?

Lenovo ID gives everyone including Lenovo staffs, business partners and customers access to additional features in Lenovo public websites using a single username and password. Websites accept Lenovo ID include Lenovo Forum, Lenovo Support Site, etc.

## What is Lenovo IT Code?

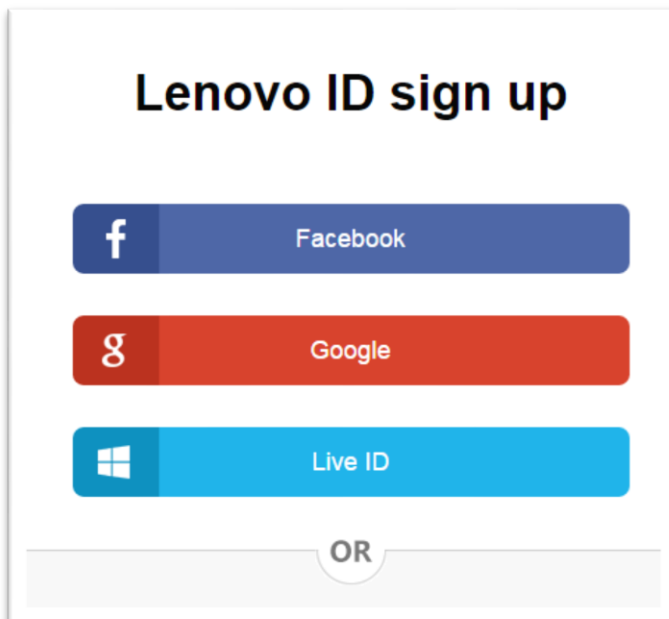
Lenovo IT Code is an ID approved to Lenovo employees and/or certain business partners only. It works as a single sign on to access all Lenovo internal sites such as KB Portal.

## Sign up with Lenovo ID

1. If you are not a registered user yet, you can create your own Lenovo ID. From the main Lenovo Support login page (<http://support.lenovo.com>), click Create one button to sign up. If you already have a Lenovo ID, you may skip to the next step.



2. Fill in the required fields and complete the Captcha verification question. Then check the box to agree to the Terms of Service and click on the Sign Up button to complete the process.



Email Address

Password


Passwords must contain at least 8 characters and include two of the following character classes: letters, numerals, or symbols

Confirm password

United States ▼

Join the conversaton: Get the latest news, updates, and special offers.

Verification code



**Sign up**

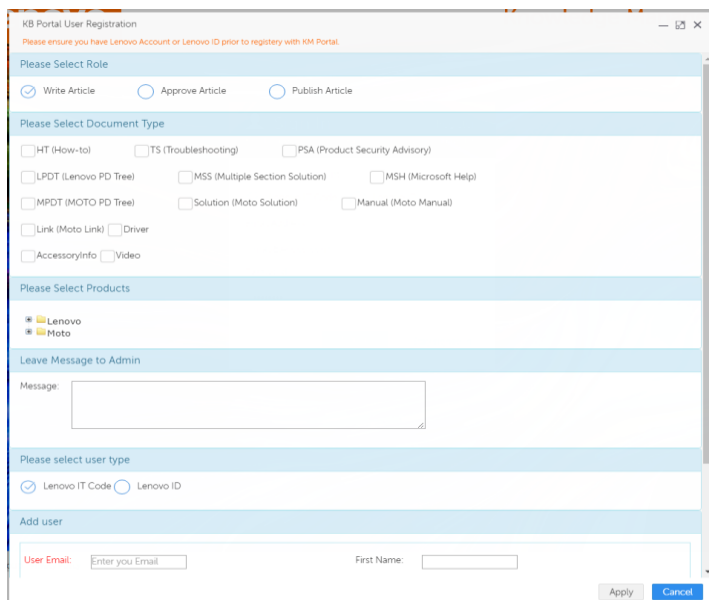
By clicking "Sign up" you agree to the [Lenovo Software Privacy Statement](#)

- Once the Lenovo ID account is created, an email will be sent to your email address. Please follow the steps in the email to verify your account.



## How to register on the KM unified authoring portal (KB Portal)

1. Open the following URL in your browser: <https://kb.lenovo.com/>
2. Click on “Register” in the upper right corner of the login box
3. The registration form will open
4. Select Roles
  - a. Select “Write Article” if you will be actually creating/writing content
  - b. Select “Approve Article” if you will be an approver, approving articles before publication
  - c. “Publish Article” is only available if you need publishing access and there is training involved
5. Select the article types you will create
  - a. HT – is a How to article
  - b. TS – Troubleshooting
  - c. LPDT – Levovo PD Tree – a troubleshooting article that takes the user through a series of steps based on the user’s yes or no feedback
  - d. You get the idea
6. Select products - These are the products you will be writing about
7. Select User type
  - a. If you are a Lenovo employee, select “Lenovo IT Code”
  - b. If you are NOT a Lenovo employee, obtain a Lenovo ID at <http://support.lenovo.com> and return to the registration form and choose “Lenovo ID” circle
8. Fill in the rest of the fields, click “Apply” and you are done.



The screenshot shows the 'KB Portal User Registration' form. It is titled 'Please ensure you have Lenovo Account or Lenovo ID prior to registry with KM Portal.' The form is divided into several sections:

- Please Select Role:** Three radio buttons are present: 'Write Article' (checked), 'Approve Article', and 'Publish Article'.
- Please Select Document Type:** A grid of checkboxes for various document types: HT (How-to), TS (Troubleshooting), PSA (Product Security Advisory), LPDT (Lenovo PD Tree), MSS (Multiple Section Solution), MSH (Microsoft Help), MPDT (MOTO PD Tree), Solution (Moto Solution), Manual (Moto Manual), Link (Moto Link), Driver, AccessoryInfo, and Video.
- Please Select Products:** A tree view showing 'Lenovo' and 'Moto' as selectable options.
- Leave Message to Admin:** A text area for a message.
- Please select user type:** Two radio buttons: 'Lenovo IT Code' (checked) and 'Lenovo ID'.
- Add user:** Input fields for 'User Email' (with a placeholder 'Enter your Email') and 'First Name'.

At the bottom right, there are 'Apply' and 'Cancel' buttons.

The Knowledge Management Team will review your request and grant you access to the portal. Allow at least 24 hours before your new login will be active.

## Logging into KM portal

After you log in, the portal will take you to your dashboard page. Open the **Startup Guide** under the **HELP** nav tab to learn to how use the portal.

The screenshot shows the KM portal interface. At the top, there are navigation tabs: HOME, ARTICLES, SECTIONS, REPORT, ADMIN, USEFUL LINKS, and HELP. A red arrow points to the HELP tab, which has a dropdown menu with 'Startup Guide' and 'Portal Feedback'. Below the navigation is a user profile for 'Lenovo Staff' with a 'publisher' role. To the right, there is a summary table:

Rank	Articles	Feedback	Pending
27	23	303	24

Below the navigation is a 'My Dashboard' section. It includes a tip: 'Update your first and last name from top right, My Account.' The main dashboard area is titled 'My dashboard' and shows a 'Summary' view. It features a donut chart for 'All Articles' (with a 'Published' segment), a 'Published Article' section with 'No Data', and an 'Overall Rating' line chart showing ratings from JAN to NOV. On the right, there are statistics for 'Articles' (23), 'Rank' (27), 'Feedback' (303), and 'Views' (3949390). At the bottom, there are buttons for 'My Published Articles' and 'My Pending Articles'.