

# How to: Start L@K process when invited by E-mail

**KONGSBERG**

**Leadership@Kongsberg**

Username  
nn@kongsberg.com

Password  
«defined by user»

Log in [Forgotten password?](#)

☐ Remember my username and password

The first time your login in select your password by clicking "Forgotten password?" address. You will then receive an e-mail asking you to select a new password. NB: be a mix between letters and numbers and be minimum 6 digits. Support - contact [anne.gro.kjorstad@kongsberg.com](mailto:anne.gro.kjorstad@kongsberg.com)

**KONGSBERG**

Home Work Myself My employees Reports

**My work**

Objective	Due date	Progress	Owner
Deliver project according to plans dated..... Manager, Mary	30.11.12	0%	

[All my work](#)

**Information board**

Leadership@KONGSBERG performance objective setting is a process to align individual objectives to business strategies and goals

**Important links and documents**

- [Training Video](#) 11/28/2011
- [User Guide - L@K Performance dialogue 2011/2012](#) 11/28/2011

**Pending tasks**

Task	Description	Due date
L@K Survey 2013	Awaiting feedback from me as Manager	
Follow-up 2013	Waiting completion from employee	153 day(s)

**Appraisal process status**

Process	Progress
Appraisal follow-up 2013 (KOGT)	100%
Follow-up 2013	100%

[All processes](#)

**My employees**

Filter employees

- Employee
- Mary I Manager