

DACC Student Password & Setup Self-Service Directions

Follow the directions below to setup your DACC password self-serve profile. Your password will be the same for all DACC logins, including email, Blackboard, WebAdvisor and on-campus work stations.

STEP 1

Enter your DACC user ID.

Note: Usually you can identify this easily if you know your DACC email. An example is underlined below.

Jdoe

Don't ever enter your full email address in this text box

STEP 1.1

If you need additional help finding your user ID, click on the "Look Up ID" option.

If you already know your user ID continue onto the next step.

If not then enter the requested information in order to obtain your user ID.

If you are a new user continue to the "New User Instructions", if not continue on.

STEP 2

It will prompt you to answer your challenge questions that you previously setup, or if this is your first time the default challenge questions.

After you have answered them, click "Continue".

Note: If you can't answer the security questions, contact Helpdesk@dacc.edu



Login

Enter your DACC USER ID (Not Your Student ID Number) and click 'Continue'. Example: jsmith1

If you forgot your ID [Look Up ID](#) For Instruction Click Here [Instructions](#)

DACC USER ID (NOT Your ID Number) DACC USER ID (NOT Your ID Number) [Continue](#)

Note: You can retrieve your DACC USER ID From the Main Page "Look up ID".

Account Search

Student ID (Seven digits, including leading zero):

Date of Birth (mm/dd/yyyy):

[Search](#)

Confirm DACC USER ID

Select your authentication method, provide the requested information, and click 'Continue'.

Authenticate with Challenge Questions

Fill in answers to the questions and click 'Continue' to submit.

? Question: What is your pet's name?

A Answer:

? Question: What is your father's middle name?

A Answer:

? Question: What is your mother's maiden name?

A Answer:

[Back](#) [Continue](#)

STEP 3

Although you are prompted with two other useful options, for the purpose of resetting your password/account setup, click “Go to Reset Tool”.

The screenshot shows the top navigation bar for Danville Area Community College with the phone number 217-443-3222. The main heading is "Selfserve" with a subtext: "Selfserve allows you to configure your Profile, update your authentication methods, and Change your password." Below this is a grid of three service tiles: "Update Profile" (with a person icon), "Password Reset" (with a key icon), and "Account Unlock" (with a padlock icon). Each tile contains a brief description and a "Go to [Tool Name] Tool" button.

STEP 4

You will select all the accounts and then, click “Continue”.

The screenshot shows the "Select Account(s)" screen. It has a gear icon and the title "Select Account(s)". Below the title is the instruction "Select the account(s) you wish to reset." There is a table with two columns: "User Name" and "System Name". The table contains two rows: one for "gstar" under "DACC" and another for "gstar" under "Faculty and Staff e-mail". There are checkboxes to the left of each row. At the bottom, there are "Cancel" and "Continue" buttons.

STEP 5

You will want to create a strong password, keeping in mind the uppercase, special character, numerical and length requirements.

After verifying that both passwords match, click “Reset”.

The screenshot shows the "Create a New Password" screen. It has a key icon and the title "Create a New Password". Below the title is the instruction "Enter in a new password following the rules below, and click 'Reset'." There is a section titled "Selected Account(s)" with a table containing two rows: "gstar" under "DACC" and "gstar" under "Faculty and Staff e-mail". Below this is a "Password Rules" section with three bullet points: "Passwords must match.", "At least 8 characters in length.", and "No more than 99 characters in length." To the right is a "New Password" section with two input fields, both containing "Letsgoteam123!". The first field has a "Show" button and the second has a "Reset" button. At the bottom, there are "Cancel", "Previous", and "Reset" buttons.

New User Instructions

You will still need to complete steps 1 and 1.1 if needed, but you will be prompted with a couple additional steps for your account setup.

STEP 1

You will be prompted to setup your account, click “Go to Setup Tool”.

Danville Area Community College Call Us Today 217-443-3222

Selfserve

Selfserve allows you to configure your Profile, update your authentication methods, and Change your password.

Help with this page

Informational: You currently are not enrolled within ReACT, so please step through the New User Setup process to configure your ReACT profile. Once that has been completed, you will be able to perform password resets and unlocks.

New User Setup

Are you a new user? Use the New User Setup tool to configure your profile.

Go to Setup Tool

STEP 2

You will have to authenticate with the default challenge questions. Make sure to follow the format expressed in the questions.

For your ID number it will be seven digits long. (0XXXXXX)

The Date format should include the slashes, XX/XX/XXXX.

Danville Area Community College Call Us Today 217-443-3222

Confirm DACC USER ID

Select your authentication method, provide the requested information, and click 'Continue'.

Help with this page

Authenticate with Challenge Questions

Fill in answers to the questions and click 'Continue' to submit.

? Question: Employee ID with leading zeros
A Answer:

? Question: Date of Birth (MM/DD/YYYY)
A Answer:

Back Continue

STEP 3

You will then be prompted to setup your own challenge questions. Make sure that you make it something you can remember.

Danville Area Community College Call Us Today 217-443-3222

Challenge Questions

Configure your challenge questions below.

Help with this page

1/4

- All question and answer fields must be completed.
- Duplicates are not allowed.
- Enter your own challenge questions or select from the dropdown list if you do not wish to.
- Answers and confirmed answers must match.
- Answers are not case sensitive.
- All questions must be at least 10 characters in length. All answers must be at least 3 characters in length.

Challenge Questions

* Question #1: Select One... or type your own.
Answer Answer Retype-Answer

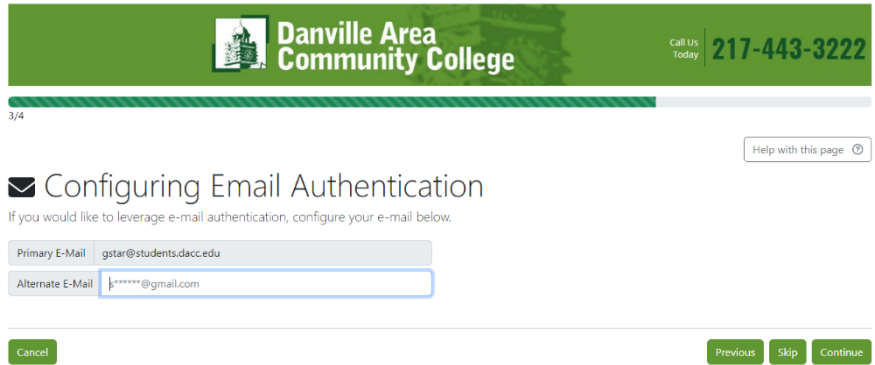
* Question #2: Select One... or type your own.
Answer Answer Retype-Answer

* Question #3: Select One... or type your own.
Answer Answer Retype-Answer

Cancel Continue

STEP 4

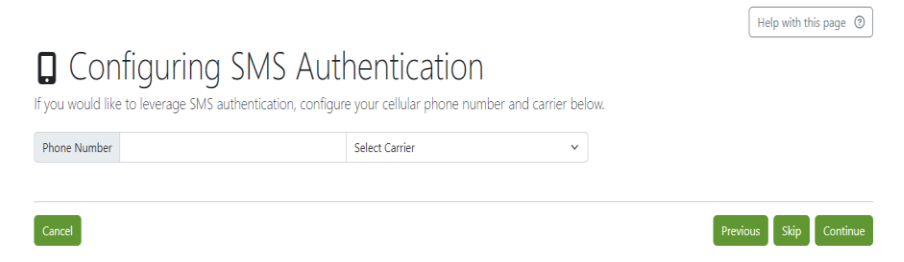
You can enter an alternative email or skip this step for now.



The screenshot shows the top header of the Danville Area Community College website with the logo and contact information (217-443-3222). Below the header is a progress indicator showing 3/4 steps. The main heading is 'Configuring Email Authentication' with a sub-heading: 'If you would like to leverage e-mail authentication, configure your e-mail below.' There are two input fields: 'Primary E-Mail' with the value 'gstar@students.dacc.edu' and 'Alternate E-Mail' with the value 'j*****@gmail.com'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Continue'.

STEP 5

You can enter a phone number for SMS authentication or skip this step for now.



The screenshot shows the 'Configuring SMS Authentication' screen. The heading is 'Configuring SMS Authentication' with a sub-heading: 'If you would like to leverage SMS authentication, configure your cellular phone number and carrier below.' There are two input fields: 'Phone Number' and 'Select Carrier'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Continue'.

Congratulations!

You should be prompted with the success screen, if for any reason you receive an error please try another additional time. After attempting the second time, please put in a ticket to our Helpdesk.

You can do so by emailing, Helpdesk@dacc.edu