

## Why set up your User ID and Password?

Your User ID and password provide access to a host of online campus services:

- Email
- Schedules and grades
- Off-campus access to library resources
- Save and use files on the student file/web server;
- Online classes

## To activate your campus user ID and password

### From a campus computer:

At the log-in screen: Type user

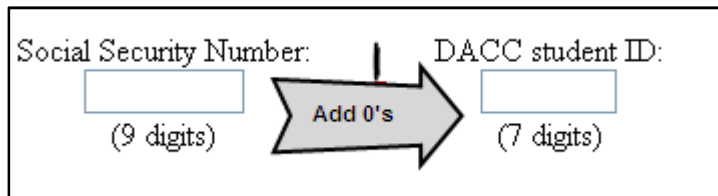
Leave the space for "password" empty, click Submit.

When the gray box appears, Click Yes. You will be taken to the web page that users are directed to for activating their user ID. and password from off campus. Follow the rest of the directions for activating a user ID and password from off campus below.

### From off campus:

Go to: <https://students.dacc.edu/id/>

Fill in EITHER your Social Security Number OR your Student ID number (for your Student ID, you must add extra zeros (0s) to the front to make it total 7 digits)



Put in your Date of Birth. Use 2 digits for your birth month and two for your birth date. Use 4 digits for your birth year. For example: 07 04 1776

Your date of birth:

07	/	04	/	1776
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(month / day / year)

Example: 04 / 01 / 1970

Click Submit.

Your Network User ID, password and email address will be displayed. You can only retrieve them once, so record it. No one, including Network Services, can access your password.

## **To recover your user ID and password**

Because no one has access to your system password, it must be reset. For that to happen, contact Computer and Network Services, Technology Center (TC-137):

Jeff Williams: 443-8871      or      Naomi Yonke: 443-8861

Be prepared with the following information:

- Your name
- A brief explanation of what you need done (“I need to get my campus password reset.”)
- Your student ID number or (less preferable) social security number
- A phone number they can reach you at in case you need to leave a voicemail message