



## How to Get Your ID and Password for the Jaguar Spot/Online Services/ Web Advisor:

STEP #1: Get Your ID and Password:

Type of User	Instructions	Forgot ID and/or Password?
Faculty & Staff	<p>Contact the DACC Administrative Data Systems department at the emails or phone numbers listed below to have your Faculty/Staff User ID and password set.</p> <p>Matt Sawyer 217-443-8881 <a href="mailto:msawyer@dacc.edu">msawyer@dacc.edu</a></p> <p>OR</p> <p>Kim Colwell 217-443-8769 <a href="mailto:kcolwell@dacc.edu">kcolwell@dacc.edu</a></p>	<p>Contact the DACC Administrative Data Systems department at the emails or phone numbers listed below</p> <p>Matt Sawyer 217-443-8881 <a href="mailto:msawyer@dacc.edu">msawyer@dacc.edu</a></p> <p>OR</p> <p>Kim Colwell 217-443-8769 <a href="mailto:kcolwell@dacc.edu">kcolwell@dacc.edu</a></p>

**Note for New Faculty & Staff: Your Supervisor or Division Dean will need to notify Administrative Data Systems staff that you are a new employee.**