

DACC Student Password Self-Service Setup 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

Click "New User Setup"

If you do not know your user ID, click "Look Up ID"

Complete this step ONLY if you need your user ID

If you know your user ID, skip this step

STEP 2

Enter user ID and click "Continue"

STEP 3

Select “Authenticate with Challenge Questions” and click “Continue”

The screenshot shows the 'Confirm DACC ID' page. At the top, there is a navigation bar with '1 Home', '2 Login', '3 Confirm', '4 Configure', and '5 Review'. Below this, the page title is 'Confirm DACC ID' and the instruction is 'Select your authentication method, provide the requested information, and click 'Continue''. There are two radio button options: 'Authenticate with Active Directory' and 'Authenticate with Challenge Questions'. The 'Authenticate with Challenge Questions' option is selected and highlighted with a black arrow. Below this option, there are input fields for 'DACC', 'User Name', and 'Password'. At the bottom right, there are 'Previous' and 'Continue' buttons. The 'Continue' button is highlighted with a black arrow.

STEP 4

Enter your student ID number & birth date. PLEASE NOTE:

Enter Leading Zeros for Student ID Number:

Format of birth date is:
01/01/1900

Click “Continue” after entering information

The screenshot shows the 'Confirm DACC ID' page. The 'Authenticate with Challenge Questions' option is selected. Below this option, there are two input fields: '* What is your Student ID Number?' and '* What is your DOB? (mm/dd/yyyy) Example: 01/01/1900'. Arrows point to these input fields. At the bottom right, there are 'Previous' and 'Continue' buttons. The 'Continue' button is highlighted with a black arrow.

STEP 5

Follow the directions on the screen to select challenge questions and type answers. PLEASE NOTE: challenge answers must be entered twice for verification

Click “Continue” after entering information

The screenshot shows the 'Challenge Questions' page. At the top, there is a navigation bar with '1 Home', '2 Login', '3 Confirm', '4 Configure', and '5 Review'. Below this, the page title is 'Challenge Questions' and the instruction is 'Configure your challenge questions below.'. There are 'Challenge Question Rules' listed: 'All question and answer fields must be completed.', 'Answers and confirmed answers must match.', 'Duplicates are not allowed.', and 'Answers are not case sensitive.'. Below the rules, there are instructions: '* Enter your own challenge questions or select from the dropdown list if you do not wish to.' and '* All questions must be at least 10 characters in length. All answers must be at least 3 characters in length.'. There are three question sets, each with a dropdown menu for the question, an input field for the answer, and a 'Retype-Answer' field. The first question set is visible, with the question dropdown set to 'Select One... (Or type one below)'. The answer and retype-answer fields are empty.

STEP 6

Enter an alternate email address that can be used for password reset and click “Continue”

Select “Skip” if you choose not to provide an alternate email address.

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

1 Home 2 Login 3 Confirm 4 Configure 5 Review Help with this page

Configuring Email Authentication

If you would like to leverage e-mail authentication, configure your e-mail below.

E-Mail Support

Primary E-Mail:
userid@students.dacc.edu

Alternate E-Mail

Cancel Previous Continue Skip

POWERED BY:

STEP 7

If you would like to have the system Text you a pin for authentication, enter your cell phone number and select the carrier

Click “Continue” to save the information or “Skip” if you choose not to provide a cell phone number

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Call Us Today 217-443-3222

1 Home 2 Login 3 Confirm 4 Configure 5 Review Help with this page

Configuring SMS Authentication

If you would like to leverage SMS authentication, configure your cellular phone number and carrier below.

SMS Support

Phone Number:

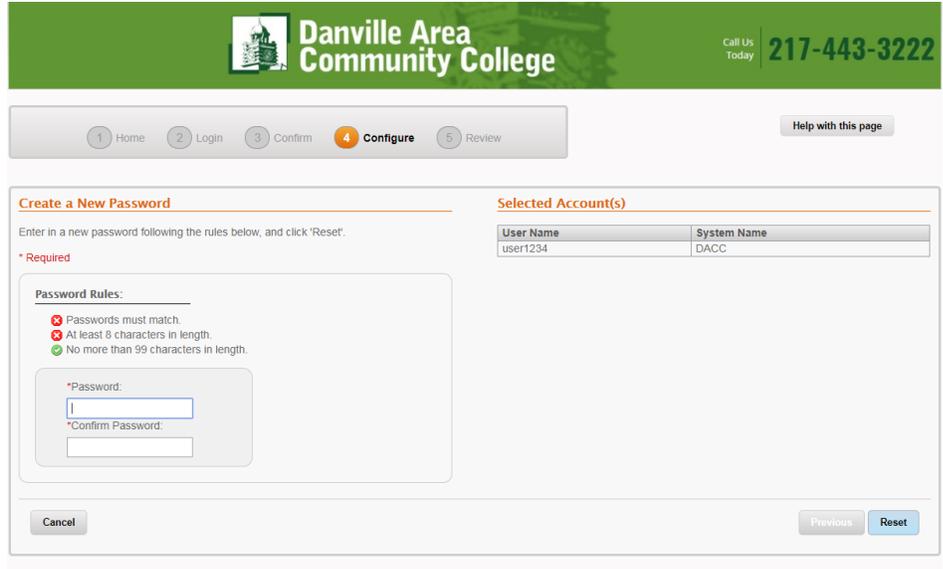
Select Your Cell Carrier:
Select a carrier

Cancel Previous Continue Skip

STEP 8

Enter a new password following the rules on the screen for password assignment

PLEASE NOTE: This will set your password for all DACC logins, including email Blackboard, WebAdvisor, and on-campus work stations.



The screenshot shows the 'Configure' step of a password assignment process. At the top, there is a green header with the Danville Area Community College logo and contact information: 'Call Us Today 217-443-3222'. Below the header is a navigation bar with five steps: 1 Home, 2 Login, 3 Confirm, 4 Configure (highlighted), and 5 Review. A 'Help with this page' button is located to the right of the navigation bar.

The main content area is divided into two sections:

- Create a New Password:** This section contains the instruction 'Enter in a new password following the rules below, and click 'Reset''. Below this is a 'Required' section with 'Password Rules':
 - Passwords must match. (indicated by a red X)
 - At least 8 characters in length. (indicated by a red X)
 - No more than 99 characters in length. (indicated by a green checkmark)There are two input fields: '*Password:' and '*Confirm Password:'.
- Selected Account(s):** This section contains a table with two columns: 'User Name' and 'System Name'. The table has one row with 'user1234' in the 'User Name' column and 'DACC' in the 'System Name' column.

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Reset'.

Congratulations! Your DACC password self-serve profile is now setup. Please continue to the next step of setting your password.

If you experience issues during this process, please contact Computer Network & End User Services using the information below:

Mark Barnes - (217) 443-8871

Naomi Yonke - (217) 443-8861

Vince Frost - (217) 443-8710

DACC Student Password Reset Directions

Follow these directions below to reset your DACC user password. This will reset passwords for all DACC logins, including email Blackboard, WebAdvisor, and on-campus work stations.

STEP 1

Password Reset

Click "Go to Reset Tool"

1 Home 2 Login 3 Confirm 4 Configure 5 Review

Selfserve

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

If you forgot your ID [Look Up ID](#)

New User Setup

Update Profile

Password Reset

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

Need to update your authentication methods? Use the Update Profile tool to select preferred methods.

Forgot your password? Use the Password Reset tool to configure new Network account passwords.

Go to Setup Tool

Go to Update Tool

Go to Reset Tool

Language Selection: English

POWERED BY: TIBCO

STEP 2

Select One (1) Authentication method and click "Continue"

You do not need to use all authentication methods.

1 Home 2 Login 3 Confirm 4 Configure 5 Review

Confirm DACC ID

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

Authenticate with Challenge Questions

* What was the name of your first school?

* Who was your childhood hero?

* What is your all-time favorite sports team?

Authenticate with SMS

Authenticate with E-Mail

Cancel

Previous Continue

STEP 3

Enter a new password following the rules on the screen for password assignment Click Reset.

PLEASE NOTE: This will set your password for all DACC logins, including email Blackboard, WebAdvisor, and on-campus work stations.

1 Home 2 Login 3 Confirm 4 Configure 5 Review

Create a New Password

Enter in a new password following the rules below, and click 'Reset'.

* Required

Password Rules:

- ✗ Passwords must match.
- ✗ At least 8 characters in length.
- ✓ No more than 99 characters in length.

*Password:

*Confirm Password:

Cancel

Previous Reset

| User Name | System Name |
|-----------|-------------|
| user1234 | DACC |