

# DACC Student Password & Setup Self-Service Directions

Follow the directions below to set up your DACC password self-serve profile. Your password will be the same for all DACC logins, including email, Canvas and on-campus workstations.

## STEP 1

Enter your DACC user ID.

Note: Usually, you can identify this easily if you know your DACC email. An example of your userID 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 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 set up, 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](mailto:Helpdesk@dacc.edu)



Login

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

Help with this page

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)

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



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.

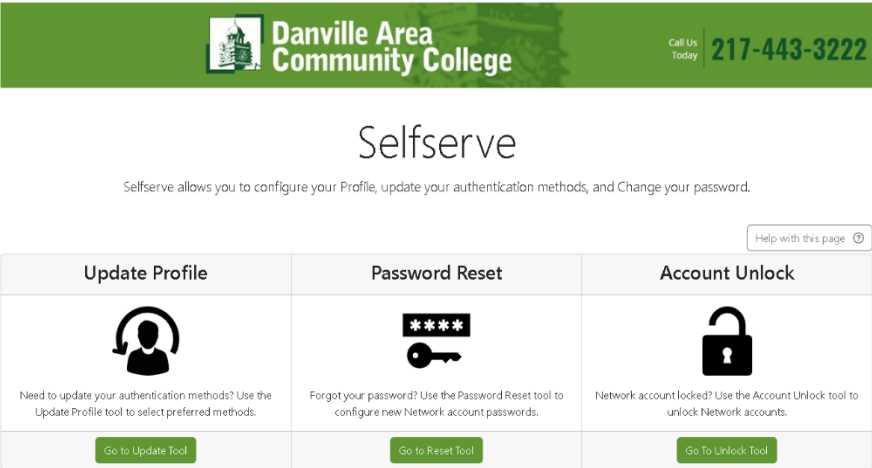
? Question:	What is your pet's name?
A Answer:	<input type="text"/>
? Question:	What is your father's middle name?
A Answer:	<input type="text"/>
? Question:	What is your mother's maiden name?
A Answer:	<input type="text"/>

[Back](#)

[Continue](#)

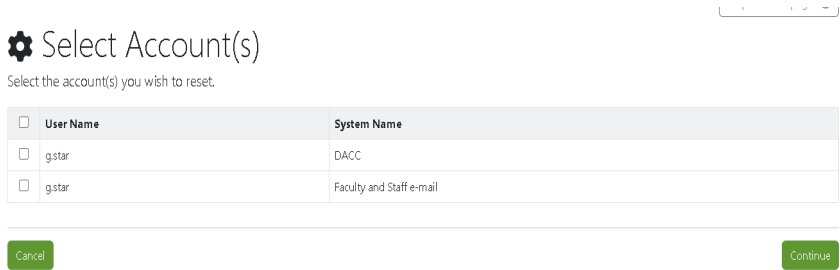
STEP 3

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



STEP 4

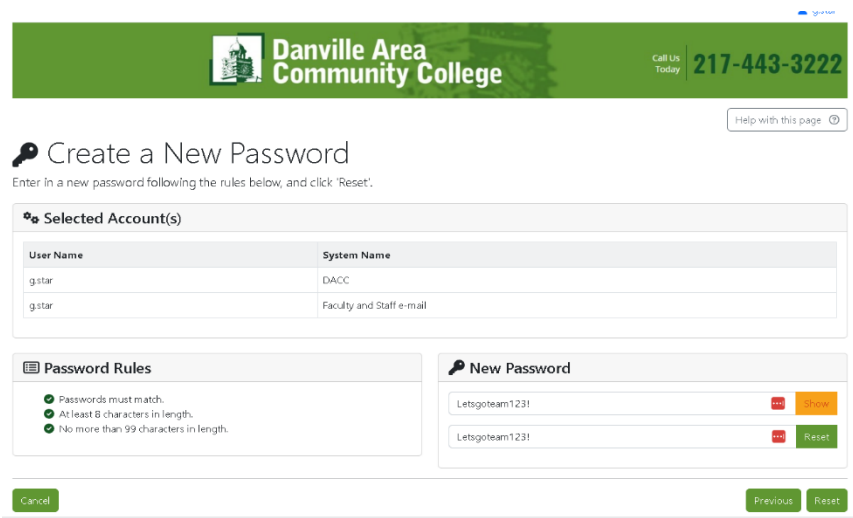
You will select all the accounts and then, click “Continue”.



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”.



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”.

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 the 'Selfserve' title and a brief description: 'Selfserve allows you to configure your Profile, update your authentication methods, and Change your password.' A 'Help with this page' link is in the top right. A light blue informational banner states: '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.' The main section is titled 'New User Setup' and features a user icon with a plus sign. Below the icon, it asks 'Are you a new user? Use the New User Setup tool to configure your profile.' and includes a green 'Go to Setup Tool' button.

## 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.

The screenshot shows the 'Confirm DACC USER ID' page. It includes the college header and a 'Help with this page' link. The main heading is 'Confirm DACC USER ID' with a sub-instruction: 'Select your authentication method, provide the requested information, and click 'Continue''. Below this is a section titled 'Authenticate with Challenge Questions' with the instruction 'Fill in answers to the questions and click 'Continue' to submit.' There are two question fields: 'Employee ID with leading zeros' and 'Date of Birth (MM/DD/YYYY)'. Each has an 'Answer:' input field. At the bottom of the form are 'Back' and 'Continue' buttons. A 'Cancel' button is located below the form.

## STEP 3

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

The screenshot shows the 'Challenge Questions' page. It includes the college header and a 'Help with this page' link. The main heading is 'Challenge Questions' with the instruction 'Configure your challenge questions below.' A progress bar at the top indicates '1/4'. Below the heading are four yellow warning boxes: '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.', and 'Answers and confirmed answers must match.' and 'Answers are not case sensitive.' and 'All questions must be at least 10 characters in length. All answers must be at least 3 characters in length.' The 'Challenge Questions' section contains three question sets. Each set has a dropdown menu labeled 'Select One...' followed by 'or type your own.' Below each question set are 'Answer' and 'Retype-Answer' input fields. At the bottom are 'Cancel' and 'Continue' buttons.

## STEP 4

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

The screenshot shows a green header with the Danville Area Community College logo and contact information (217-443-3222). Below the header is a progress bar indicating 3/4 completion. The main heading is 'Configuring Email Authentication' with a subtext: '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 a heading 'Configuring SMS Authentication' with a subtext: '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](mailto:Helpdesk@dacc.edu)