

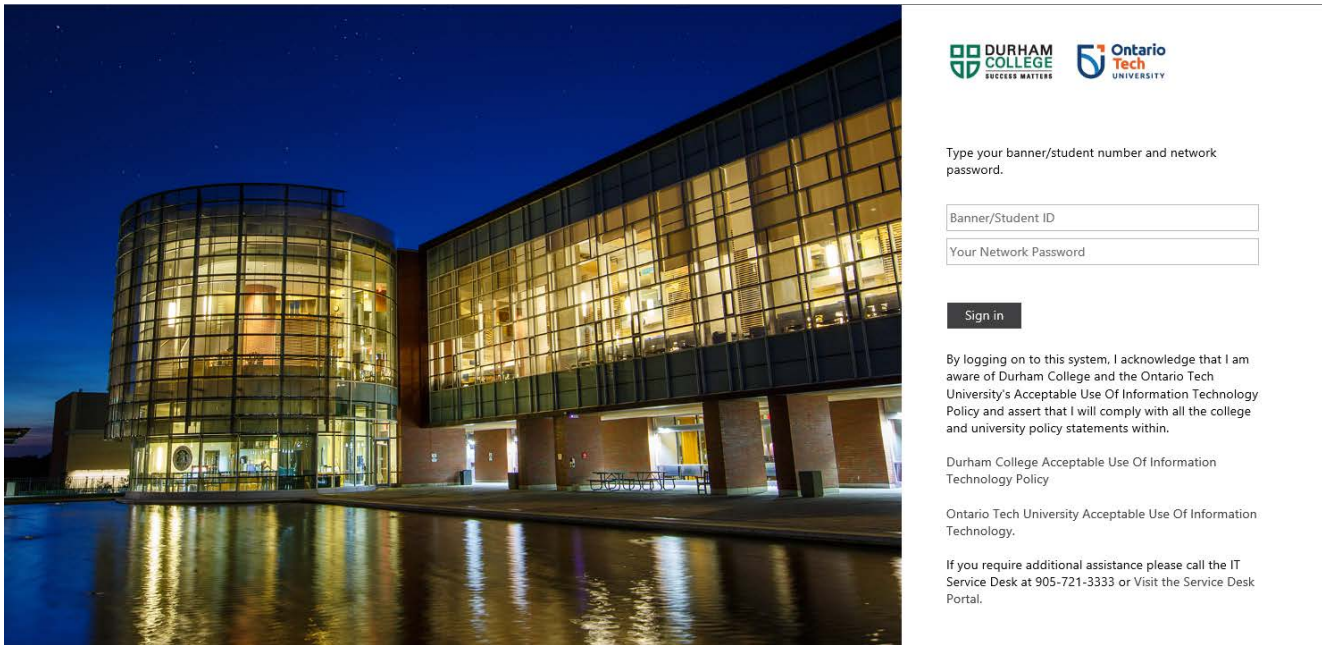
First Time Login to the Student Network Account

This guide will demonstrate how to change the default password on a Student Network Account if the network account has never been used before. Note: If unable to change your password using this guide, please call the Service Desk at (905) 721-3333, option 1.

Enter the address for one of the following DC applications into your web browser:

- For DC Connect: durhamcollege.desire2learn.com
- For DC Mail: www.dcmail.ca

The following page will be displayed:



The image shows a night view of a modern building with a curved glass facade, illuminated from within. The building is reflected in a pool of water in the foreground. On the right side of the image, there is a login form for Durham College and Ontario Tech University. The form includes the following elements:

- DURHAM COLLEGE logo with the tagline "SUCCESS MATTERS"
- Ontario Tech UNIVERSITY logo
- Text: "Type your banner/student number and network password."
- Input field: "Banner/Student ID"
- Input field: "Your Network Password"
- Button: "Sign in"
- Text: "By logging on to this system, I acknowledge that I am aware of Durham College and the Ontario Tech University's Acceptable Use Of Information Technology Policy and assert that I will comply with all the college and university policy statements within."
- Text: "Durham College Acceptable Use Of Information Technology Policy"
- Text: "Ontario Tech University Acceptable Use Of Information Technology."
- Text: "If you require additional assistance please call the IT Service Desk at 905-721-3333 or Visit the Service Desk Portal."

For their first attempt to login, the student would use the ID and Password provided within an email from the Registration Office.

Type your banner/student number and network password.

Enter your 9-digit '100' Student ID number in the first field.

Enter your default Network Password in the second field, typically one of the following:

- Your date of birth in the format MMDDYY (6 digits)
- Your Canadian postal code in the format A1A1A1 (6 characters, capital letters, no spaces)

Click on the "Sign in" button.

First Time Login to the Student Network Account

Upon the successful entry of the valid Student ID and default Network Password pairing, the student will be required to update their Network Password.

Before proceeding with the Update Password form, the following screen is presented for security reasons:



For security reasons please retype this code

Enter code: 435961



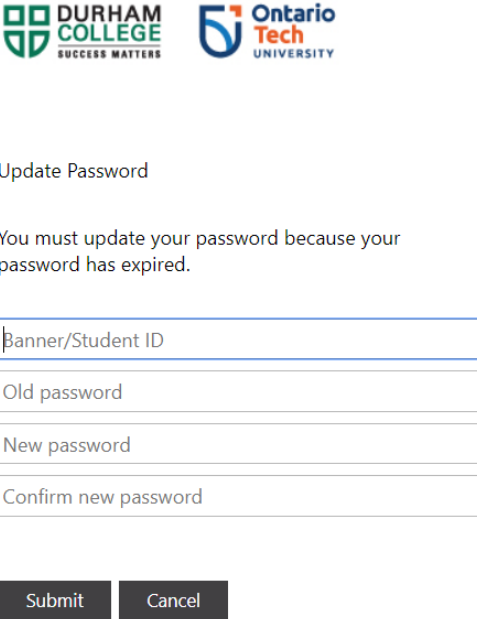
The intent of this challenge-response test is to distinguish human from machine input, typically as a way of thwarting spam and automated extraction of data from websites.


Enter the system-generated numeric code which is displayed (i.e. 435961 for this invocation) in the empty text box and then click on the Submit button.


First Time Login to the Student Network Account

Upon a successful response to the challenge-response test for security reasons, the student will be required to update their Network Password, which will be the password for DC Mail and DC Connect, as well as the password for Wi-Fi and Network access when on campus.

You will be advanced to the following screen:



 **DURHAM COLLEGE**
SUCCESS MATTERS

 **Ontario Tech**
UNIVERSITY

Update Password

You must update your password because your password has expired.

Steps:

- Re-enter your 9-digit Student ID number in the first field.
- Re-enter your default Network Password in the second field.
- Choose a new Network Password and then you will need to confirm the new password.
- Click on the Submit button.

The Network Password for your Student Network Account should be successfully updated.

Notes:

- If you receive the error message **“Enter your user ID in the format “domain\user”** then you are required to precede the Student ID with the domain name plus a “\”. The college’s domain is ONCAMPUS, so enter your Student ID in the format (example): ONCAMPUS.LOCAL\100123456
- If you have any other issues, call the Service Desk at 905-721-3333 option 1.

Upon successfully updating your password after your first login, you will be required to login again, using your Student ID and your updated Network Password, to access the application (e.g. DC Connect, DC Mail).

First Time Login to the Student Network Account

Additional Helpful Information on Password Management

Your Student Network Account – accessed using your Student ID and Network Password, is used for most applications, including:

- DC Connect
- DC Mail
- Office 365 apps
- LinkedIn Learning
- Network Access (when you are on campus, e.g. in a Lab, in Computer Commons)
- CAMPUS-AIR Wi-Fi (when you on the campus)

Almost everything except for MyCampus!

Your ID for MyCampus is also your 9-digit Student ID number.
Your MyCampus password is only applicable to MyCampus.