

## DMACC Network User Name & Password

You can access DMACC's network from any campus location.

<b>User Name</b>	<ul style="list-style-type: none"> <li>The default user name is usually your <b>first initial, middle initial and last name</b></li> <li>In case of duplicate user names, a number is added <b>after</b> last name (i.e. <b>efhutton23</b>)</li> </ul>
<b>Password</b>	<ul style="list-style-type: none"> <li><b>Your default password</b> will be sent via email and postal service letter shortly after your submission for application to DMACC.</li> <li>The first time logging into a DMACC computer or <b>myDMACC</b> you will be required to change your password. When creating a password, it must be at least eight (8) characters long and must contain an upper and a lower case letter, a number (0-9), and a special character.</li> <li>You will be required to change your password every six months.</li> </ul>

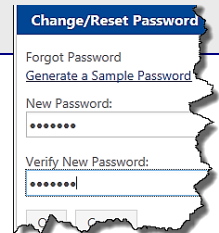
**Note:** If unsure of your username or password, click the **Look Up Username** or the **Forgot Password** link on the myDMACC *Sign In* page. For assistance, email [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu) or call 515-965-7300 or 800-362-2127 (ext. 7300).

### Change network password from a campus PC

- Log into PC and press **Ctrl/Alt/Del**.
- Click **Change a password...**
- Type **old** password.
- Type **new** password.
- Retype** new password to confirm and click **OK**.

### Change network password from myDMACC

- Sign into **myDMACC** and in the upper-right corner, click **Reset Password**.
- Enter **New Password** → **Verify New Password** → click **OK**.



### Access DMACC's network from any campus/center

- Turn on any computer on any campus or center.
- Press **Ctrl/Alt/Delete** at the prompt.
- Key in your *unique* **User Name & Password**. Click **OK**.

## DMACC Online

- [www.dmacc.edu](http://www.dmacc.edu) is the DMACC Home Page where anyone may find links and references to additional information. For more topics, click the **A-Z Listing** button or enter a search word.
- [my.dmacc.edu](http://my.dmacc.edu) is our internal network where only DMACC staff, faculty, and students may find links and references to additional information relevant to them. *This site has recently gone through a major upgrade and is still in development, so expect changes to web content from time to time.*

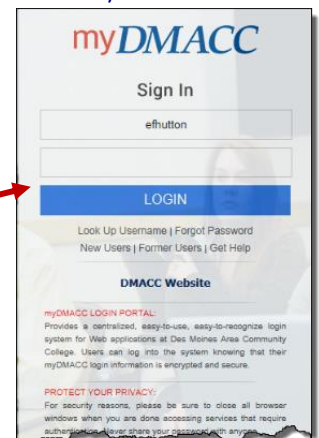


By signing into **myDMACC**, the user will have easy access to important links (Webmail, Office 365, Blackboard, Web Info System) as well as pertinent announcements, information, etc. When prompted for user name and password, this will be the **same as your network login information**. (Do not include @dmacc.edu with your user name.)

- Navigate to the DMACC Home Page and click **myDMACC**, or open a browser window and type in **my.dmacc.edu**.
- On the *Sign In* page, enter your **DMACC User Name** and **Password**. Click **LOGIN**.

**MyDMACC** will open to the *myDMACC Home* tab showing the user's dashboard as well as other relevant information such as the DMACC Daily. For additional information click the *Student, Faculty or Staff* tab.

**Note:** Click the **Home** tab or **myDMACC** to return to the myDMACC home page.



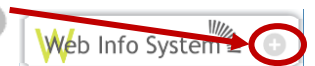
## Web Info System

Use Web Info System to access or submit information pertaining to you, such as class information, grades, financial aid, timesheet, leave requests, pay stub, tax forms, etc., etc., etc.

**Access from MyDMACC**

**Using your User Name & Password**

- Navigate to the DMACC Home Page and click  or open a browser window and type in **my.dmacc.edu**.
- On the *Sign In* page, enter your **DMACC User Name** and **Password**. Click **Login**.
  - If unsure of Username, click the **Look Up Username** link.
  - If unsure of Password, click the **Forgot Password** link.
- To access **Web Info System** click the Web Info System button. Or if on the *Student, Faculty, or Staff* tab click to expand the Web Info System menu.

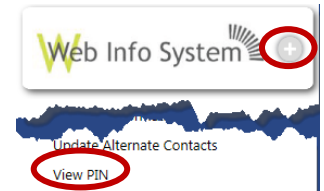


**Web Info System PIN**

**Personal Identification Number**

If asked for a PIN (Personal Identification Number) when using Web Info System, it may be viewed by performing any of the following:

- On the **Student** tab, expand the menu under the Web Info System button → click **View PIN**.
- When on the **Student** tab, click **Other Resources** in the **myResources** area.
- On the *myDMACC Home Page*, click the **Web Info System** button → click **Personal Information** → **View PIN**.



**Note:** For assistance, call DMACC Tech Support at 515-965-7300 or 800-362-2127 (ext. 7300).

- It is important that you take precautions to protect the confidentiality of your Web Info system PIN. Never share it with anyone or post it in any manner. If you believe your account has been compromised, you should change your password(s) immediately and contact Tech Support at 515-965-7300.
- A student's DMACC network account will remain active for a minimum of 150 days from the end of the last semester attended. The retention policy for faculty/staff varies. Refer to the policies and procedures link shown below for additional information.
- For the complete documentation on DMACC's Technology Policies and Procedures, refer to documentation at <https://www.dmacc.edu/helpdesk/Pages/policiesandprocedures.aspx>.

**Note:** Click the **Sign In** button to view policies and procedures.

Check out the DMACC Tech Support/Help Desk website, [www.dmacc.edu/helpdesk](http://www.dmacc.edu/helpdesk), for software/hardware documentation, quick reference guides, tech training calendar, log in information, etc., etc., etc. (i.e. Outlook, Windows, Office applications, iPad, classroom technology, Banner, MyDMACC, telephone system, etc.)

- On the DMACC Homepage search for **Tech Support** or if signed into myDMACC, in the upper right corner click Tech Support.

**Note:** Faculty, Staff and Students should Sign In to access more resources.



## DMACC Email

**Check your email daily!**

- All employees and **currently** registered **credit students** have a DMACC Outlook email account.
- **Easily** access your Outlook email from **any campus**.
- **Easily** access your Outlook email **from** off campus on **any computer** with an Internet connection (Webmail).
- For information regarding email retention and terminations of email accounts go to [www.dmacc.edu/helpdesk](http://www.dmacc.edu/helpdesk) and select **Tech Policies & Procedures**.
- Protect yourself from email and Internet fraud. Cybercriminal activity is on the rise. Learn how to recognize phishing email messages, links, or phone calls: <https://www.microsoft.com/en-us/safety/online-privacy/phishing-symptoms.aspx>. **Tip:** Check the email address of suspicious messages. If not coming from the **dmacc.edu** domain, it is probably a scam. **Delete it!!!!**

Tech Policies & Procedures

### Your email address

Your Outlook email address is your **DMACC User Name** followed by **@dmacc.edu**.  
(i.e. **efhutton23@dmacc.edu**)

## How to access your Outlook account

<p>① <b>When on campus</b></p> 	<ol style="list-style-type: none"> <li>1. Click the <b>Outlook</b> icon located on the desktop or <b>Start → All Programs → Microsoft Office → Outlook</b>. <b>Tip:</b> Drag the Outlook icon to the Taskbar to <i>Pin to Taskbar</i>. Or right-click the icon and choose <i>Pin to Taskbar</i> or <i>Pin to Start Menu</i>.</li> </ol>
<p>② <b>When off campus</b></p> 	<ol style="list-style-type: none"> <li>1. Open a browser window and on the <b>DMACC Home Page</b> (<a href="http://www.dmacc.edu">www.dmacc.edu</a>) click <b>myDMACC</b>.</li> <li>2. On the <i>Sign In</i> page, enter your <b>DMACC User Name</b> and <b>Password</b>. (User Name does not include @dmacc.edu)</li> <li>3. Click <b>Login</b>.</li> <li>4. Click the <b>Webmail</b> button. </li> <li>5. Click <b>Inbox</b> to read and/or send email messages.</li> </ol>
<p>③ <b>Access From Smart Phone</b></p>	<p>Instructions for accessing your email from a Smart Phone are located on the Tech Support website.</p> <ul style="list-style-type: none"> <li>• Smart Phone = <b>Training Documents → Smart Phones</b></li> </ul>

## Microsoft Office & Windows

- The office suite currently used and supported at DMACC is **Microsoft Office 2013** or **2016**.
- The operating system currently used and supported at DMACC is **Windows 7** or **Windows 10**.
- Because of an agreement between DMACC and Microsoft, all registered DMACC credit students, staff, and faculty may download Office 365 ProPlus at no cost. A download version of the Microsoft Office suite is also available to staff and faculty at a reduced price.
- For additional information and resources, refer to documentation on the DMACC Tech Support/Help Desk website @ [www.dmacc.edu/helpdesk](http://www.dmacc.edu/helpdesk).



**Note:** You must sign in to access all documentation.

CLICK HERE  
TO SIGN IN

IF YOU HAVE A DMACC LOGIN,  
TO ACCESS MORE RESOURCES

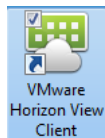
## Data storage

- You have several options for **saving files**. No matter the option, you can organize your files in a manner that works best for you. To avoid electronic clutter, delete files you no longer use.
  - For additional information refer to documentation on the DMACC Tech Support website – **Tech Support → Training Documents → General → Document Management @ DMACC**.
- Note:** You must sign in to access all documentation.

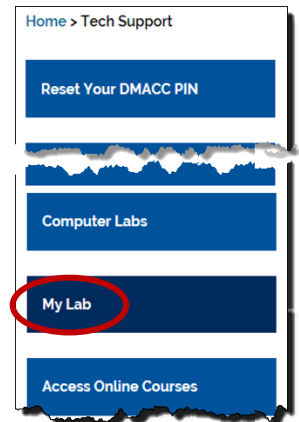
<p><b>Network P drive</b></p>	<ul style="list-style-type: none"> <li>✓ System is backed up daily.</li> <li>✓ May access from any computer on a DMACC campus or when off campus, access through <a href="https://mylab.dmacc.edu">https://mylab.dmacc.edu</a>.</li> </ul>
<p><b>One Drive</b></p> 	<ul style="list-style-type: none"> <li><b>One Drive – Des Moines Area Community College</b> is an online storage location on a Microsoft server instead of a DMACC server and the advantage is that the files are available to the user and others if permissions are set, from any device at any time via Microsoft Office or Office 365. Each user has 5 TB (terabyte) of free online storage.</li> <li>For additional information refer to documentation on the DMACC Tech Support website – <b>Tech Support → Training Documents → Office 365-Skype → OneDrive for Business</b>.</li> </ul> <p><b>Note:</b> You must sign in to access all documentation.</p> <div style="text-align: right;">  <ul style="list-style-type: none"> <li>• Office 365-Skype</li> </ul> <p>OneDrive for Business</p> </div>

## DMACC Virtual Lab

- My Lab** is an environment that simulates a network desktop and is accessible from any PC with an Internet connection using the VMware View Client.
- When working within the Virtual Lab environment, you will have access to your P drive, DMACC Outlook email, and some specialized software.
- For instructions for using **My Lab**, check out the documentation on the **DMACC Tech Support** website at [www.dmacc.edu/helpdesk](http://www.dmacc.edu/helpdesk).
- To access the Virtual Lab:



1. On the Desktop, double-click the **VMware** icon.
2. If necessary, select the Connection Server name: **mylab.dmacc.edu**.
3. Enter your **User name** and **Password**, and verify that the **Domain** is **DMACC**.
4. Click **Login**.



## Library

- The **DMACC OneCard**, the official College picture ID for credit students, is also your DMACC Library Card and is required to borrow items from the library. If you don't have a OneCard and need a library card, please contact your campus library.
- Students, faculty, and staff wanting to access library content (databases, films, etc.) off campus are able to authenticate and use the library services with their DMACC network user name and password. You no longer need to authenticate with your name and the 14-digit library number located on the back of the card.

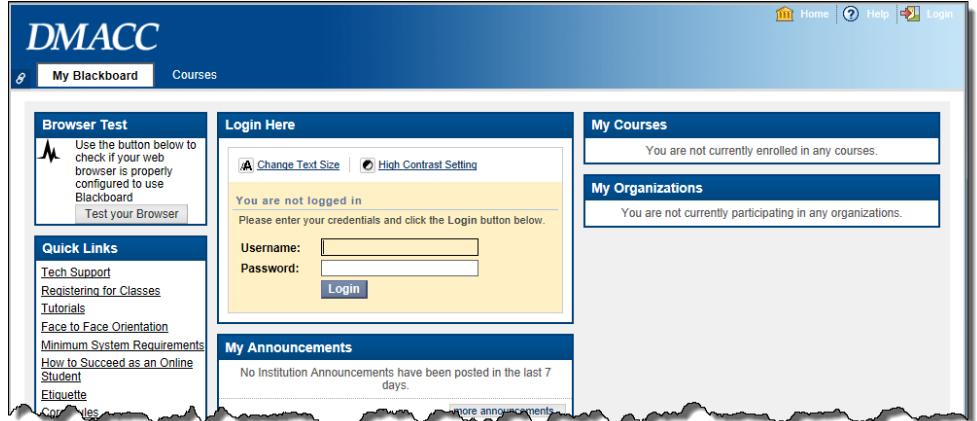


## My Online Learning

- Online classes at DMACC are offered through the Blackboard Learning Management System.
- For additional information, go to <https://www.dmacc.edu/online/Pages/welcome.aspx>.

### Notes:

- An online orientation for new students will be available two weeks prior to the course start date.
- Students will not be able to access their Blackboard class until the day before the online credit class begins.
- Instructors wishing to web enhance, web blend or teach an online course are required to complete a Blackboard training course.
- Firefox is the preferred browser for Blackboard.
- There are many ways to access Blackboard:
  - Navigate to and sign into **myDMACC**. Click the **Blackboard** button.
  - Open a browser window and go to <https://dmacc.blackboard.com>.



## PaperCut

- PaperCut is a print management system used on all campuses, and at this time only affects students. For additional information, go to **DMACC Tech Support → Training Documents → General → Papercut Student Guide**.