

## I. Log Into Banner

### Students:

1. Go to the Darton College web site: (www.darton.edu)
2. Click "Current Students"
3. Click the "BANNER Web" link
4. Click "ENTER"
5. Click in the User ID area and type your social security number.
6. Click in the "PIN" area and type your PIN (**Note:** If this is your first time in BANNER Web, your PIN number is the first 6 digits of your SSN **OR** your birth-date example August 9, 1959 would be 080959).
7. Click the "Login" button.

**HELP:** If you know your User ID/PIN but have login problems go to: www.darton.edu/Documentation/banner\_help.htm **NOTE:** After three tries it will lock you out. There is a security Question and Answer that can help reset the password. If you need further assistance with BANNER call the Registrar's Office 430-6742

### Faculty:

1. Go to the Darton College web site: (www.darton.edu)
2. Click the "Faculty and Staff" link
3. Click the "BANNER Web" link
4. Click on "ENTER"
5. Click in the "User ID" area and type your social security number.
6. Click in the "PIN" area and type your PIN (**Note:** If this is your first time in BANNER Web, your PIN number is the first 6 digits of your SSN **OR** your birth-date example August 9, 1959 would be 080959).
7. Click the "Login" button

**HELP:** If you know your User ID/PIN but have login problems go to: www.darton.edu/Documentation/banner\_help.htm **NOTE:** After three tries it will lock you out. There is a security Question and Answer that can help reset the password. If you need further assistance with BANNER call the Registrar's Office 430-6742

## II. Log Onto WebCT for regular and ONLINE classes: (both students and faculty)

1. Go to the Darton College web site: (www.darton.edu)
2. At the top of the page click on the **WebCT** link.
3. Click on [Log on to](#).
4. Type in your User Name and Password.

Your User Name is your first name plus your last name, all lower case, no spaces.

Password (until you change it) is last name followed by the last four digits of your student ID with no spaces

first time user *NOTE - All lower case and no spaces* EXAMPLE: Name: Joe Cool

User Name: joecool

Password: cool1234

If you need assistance with your password call the Web Help Desk 430-6923.

## III. Log Onto Email:

**Student Instructions:** note: after 1<sup>st</sup> login you can set up a forgotten password to be sent to your hotmail or yahoo account.

1. Go to the Darton College web site: (www.darton.edu)
2. Find the E-Mail Link and Click on "Student"
3. Type in your Username and Password: **NOTE:** If you don't know your login (username) name, you can look it up. It is located on the Home page click on Directory – Students.

EXAMPLE: email address: coolj@ mailbox.darton.edu

User Name: coolj

Password: ##### (first six digits of your SS# Numbers (Such as: 789123)

If you need assistance with your email call the Computer Help Desk 430-6704.

### Faculty/Staff Instructions (Full & Part-Time)

Part-time Instructors or Staff E-mail accounts or Full Time Faculty/Staff (E-mail access at home):

1. Go to the Darton Web Page: http://www.darton.edu
2. Find the E-Mail Link and Click on "Faculty/Staff"
3. Type in your **user ID, Password & Domain**.

**Full time** Faculty/Staff use the same user ID, password, & Domain you use in your office.

**Part-Time** Faculty/Staff use the first 7 letters of your last name with the first letter of your first name. (Such as: sheffield) password will be first 6 digits of your SS# (such as: 789123). Questions: www.darton.edu/Fac\_Staff\_Part\_Time/Part\_time\_faculty.htm

**Domain will always be DAR for everyone. Windows XP users** (only have 2 fields): **User Name**@dar.dc.edu (example: braggm@dar.dc.edu) and **Password**. If you need assistance with your email call the Computer Help Desk 430-6704.