

## DCid

### Your key to technology at Darton College

Students at Darton College are assigned a unique ID and password (or PIN) to access computer and network resources – this account is your **DCid**. Use your DCid to logon to the following resources:

**Windows computers on campus and at the Cordele Center**

**WebCT online classes and class support pages for traditional classes**

**MyDC Web Portal including:**

E-mail and Calendars  
Campus Announcements  
News, Sports, and Entertainment  
Registration  
Grade Reports  
Bills and Fee Payments

Your DCid is actually **three** separate accounts and passwords (PINs), one each for:

Windows computers  
WebCT Online Classes  
MyDC Web Portal / Banner Web

The username (**DCid**) is the same for all three accounts. Initially, all three account PINs are set equal to each other, but if you change one of your PINs the other two will not automatically update, and your PINs will be different for each logon.

#### **RECOMMENDATION:**

**If you change your PIN in Windows, WebCT, or MyDC, you should also change the other two PINs to make remembering them easier.**

If you need help remembering your DCid or PIN, go here:

<http://www.darton.edu/oit/dcid.php>

## Resetting Passwords

#### **Windows:**

Logon to a campus student computer  
→ Press Ctrl+Alt+Del  
→ Click Change Password

#### **MyDC:**

Logon to MyDC  
→ Open Banner Web  
→ Click Personal Information  
→ Click Change your PIN

#### **WebCT:**

Logon to WebCT  
→ Click Password Settings

## Tech Support

Problems with MyDC?  
Problems with campus computers?

**Contact the OIT Helpdesk at**

**(229) 317-6704**  
**Room 168, A Building**  
**helpdesk@darton.edu**

Problems with WebCT?

**Contact the ITDL Helpdesk at**

**(229) 317-6923**  
**Room 118, J Building**  
**onlinehelp@darton.edu**

### **The Office of Information Technology at Darton College**

2400 Gillionville Road  
A Building, Room 168  
Albany, GA 31707

Phone: (229) 317-6704  
Fax: (229) 317-6604  
E-mail: helpdesk@darton.edu



**E-mail and Calendars**  
**Campus Announcements**  
**News, Sports and Entertainment**

**Banner Web**  
**Registration**  
**Grade Reports**  
**Bills and Fee Payments**  
**Financial Aid**

## Frequently Asked Questions

**The Office of Information Technology  
at Darton College**

OIT Helpdesk — A Building, Room 168  
Phone — (229) 430-6704  
E-mail — helpdesk@darton.edu



**MyDC** is Darton College's web portal – your one-stop shop on the Internet where you can:

**Check your campus e-mail account**

**View and save appointments on your personal calendar**

**Receive reminders about important class and campus events**

**Check your grades, register for classes, and pay your fees through Banner Web**

**Join web-based chats and discussions with other Darton students**

**Create and visit club and group web pages**

**Subscribe to over 250 channels of news, sports, entertainment, and information**

**Create bookmarks to your favorite sites that are available on any Internet-equipped computer in the world!**

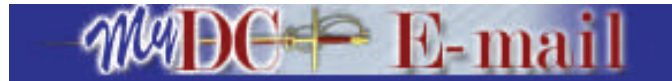
To learn more about Darton's web portal,

**Visit MyDC on the Web!**

**www.darton.edu > Click MyDC**

**-or-**

**http://mydc.darton.edu**



## E-mail

You will access your student e-mail account and receive important announcements through MyDC.

To access your e-mail:

**Logon to MyDC**

→ **Click E-mail**



To modify your contacts list:

**Logon to MyDC**

→ **Click E-mail**

→ **Click Address Book**

**E-mail Options**—You can set other e-mail options like forwarding, signatures, and filters.

To set other options:

**Logon to MyDC**

→ **Click E-mail**

→ **Click Options**



## Calendars

MyDC has a built-in calendar that allows you to save appointments with reminders, and it also integrates with your class calendars—you'll never miss an important appointment, class, or test again!

To access your calendar:

**Logon to MyDC**

→ **Click Calendar**



To add an appointment:

**Open your Calendar**

→ **Click New Event**

**Calendar Sets**—Calendar sets allow you to view your personal and class calendars together.

To create or view a calendar set:

**Open your Calendar**

→ **Click Calendar Sets**



## Banner Web

### Registration and Student Services

You will use MyDC to access all Banner Web student services including:

**MyDC PIN changes**

**Class Registration and Schedules**

**Grade Reports and Transcripts**

**Bills and Fee Payments**

**Student Information**

To access Banner Web through MyDC:

**Logon to MyDC**

→ **Click the Student-Banner tab**

→ **Click the link in the Administrative Services channel**

→ **Click Banner Web**

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## Inside Banner Web

**Click on Personal Information to:**

Change your MyDC PIN

Check address and contact information

**Click on Student and Financial Aid to:**

Register for classes

View your class schedule

View your bill and pay your fees

View grades and student records

View holds and unofficial transcripts

Apply for Financial Aid