INTRODUCTION TO MYDCC FOR STUDENTS
myDCC Is:

- A portal that allows off-campus access to on-campus resources.
  - Library databases
  - Campus e-mail
  - Grades and schedules
  - Blackboard/Angel

- One-stop shopping for all the information a student would need.
  - Student activities
  - Important dates
  - Class cancellations
Login Information

- A letter from DCC was sent to you at the beginning of the semester containing your login information:
  - Username: firstname.lastname
  - A randomly generated password
  - Email: firstname.lastname@email.sunyduchess.edu

- If you did not receive this information, you must bring photo identification to the Help Desk in CBI-128. The Help Desk cannot release any information without photo identification!
Logging In

- Access myDCC by:
  - Clicking the link at the top of the DCC home page. ([http://www.suny dutchess.edu](http://www.suny dutchess.edu))
  - Typing the direct web address into your web browser. ([http://mydcc.suny dutchess.edu](http://mydcc.suny dutchess.edu))

- Log in using your **username** and **password**. If this is your first time logging in, you will be prompted to set up your security questions. This allows you to retrieve your password if you forget it.

- Suggested questions are given, but you can change them to anything you want. Make them easy for you to remember by hard for others to guess. If you forget your password, you will be able to reset it with these questions.

- Enter your answers in lowercase to avoid case sensitivity issues!
First Time Users

- You will be prompted to change your password.
- Your password must be at least 6 characters long and include one number (don’t make the number the first character of your password).
- Don’t use special characters.
- Make your password something difficult for someone else to guess.
- Remember your password guards your privacy!
- NEVER share your password with anyone.
Accessing Services

- The myDCC Toolbar allows you to access:
  - Your campus e-mail
  - Your myDCC calendar
  - myDCC groups (DCC clubs)
  - myDCC Help
- The logout link is also located in the toolbar.
myDCC Tabs

- **Welcome** – The myDCC start page. Announcements and information from the college. Class cancellations can be found here.
- **Library** – Library hours, events, and database access.
- **Activities** – Activities and Events across campus.
- **My Courses** – Academic and advising information, including grades and class schedules.
- **Student Life** – Financial Aid, Registration, Career counseling, and the student handbook.
Accessing Academic Records

Your academic records can be found on the “My Courses” tab in myDCC.

You can access your transcript and any possible holds on your account through the Academic Profile in the middle of your screen.

You may also access your schedule and your most recent grades from the links at the top of the center column in My Courses.
If you need to access other records, you may do so by using Self-Service Banner in the upper left of the My Courses tab.

A tutorial file is located with this link to help get you started.
Accessing Angel

- To access Angel, click the Angel link under the “My Courses” tab. Please be aware that not every professor uses Angel! If your course does not show up, please ask your professor before calling the HelpDesk.
Getting Help

- **On-campus** –
  - DCC Helpdesk, CBI-128. Make sure you have photo identification!
  - Student Services Helpdesk – located in the second floor lobby of SSC.

- **Off-campus** – DCC Helpdesk.
  845-431-8000 ext. 4357 (HELP)