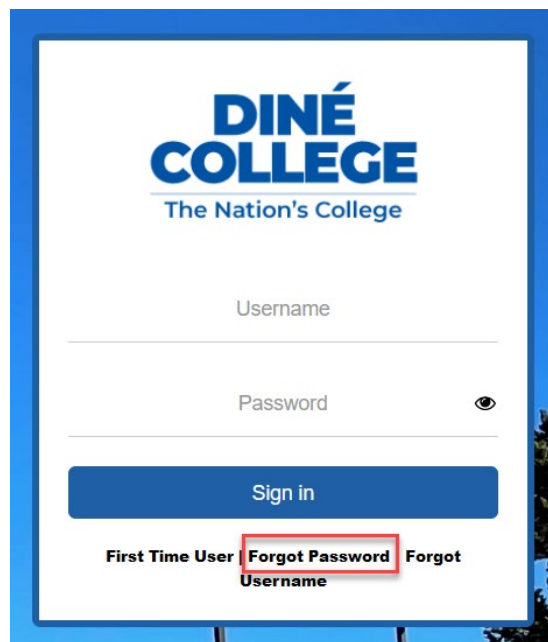


Password Reset Procedures

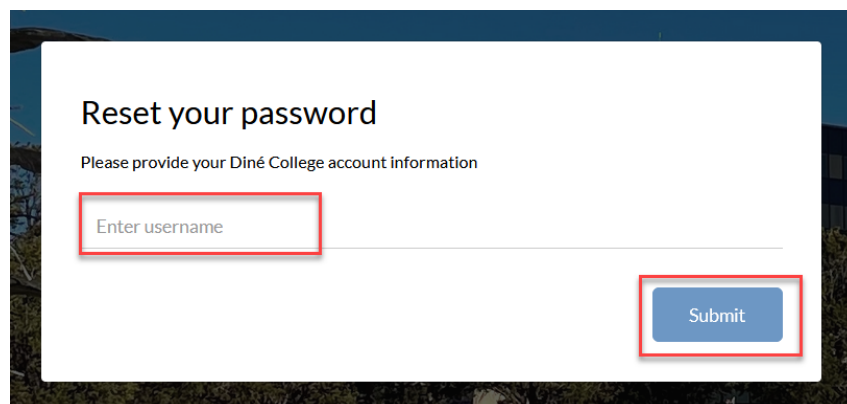
This document is for the self-service password reset for your Diné College account. Following these instructions will allow you to complete password reset on their own without the need to submit an IT ticket or call the Help Desk. Please follow the instructions carefully

Need help? Contact the Diné College IT Department at 928-724-6675.

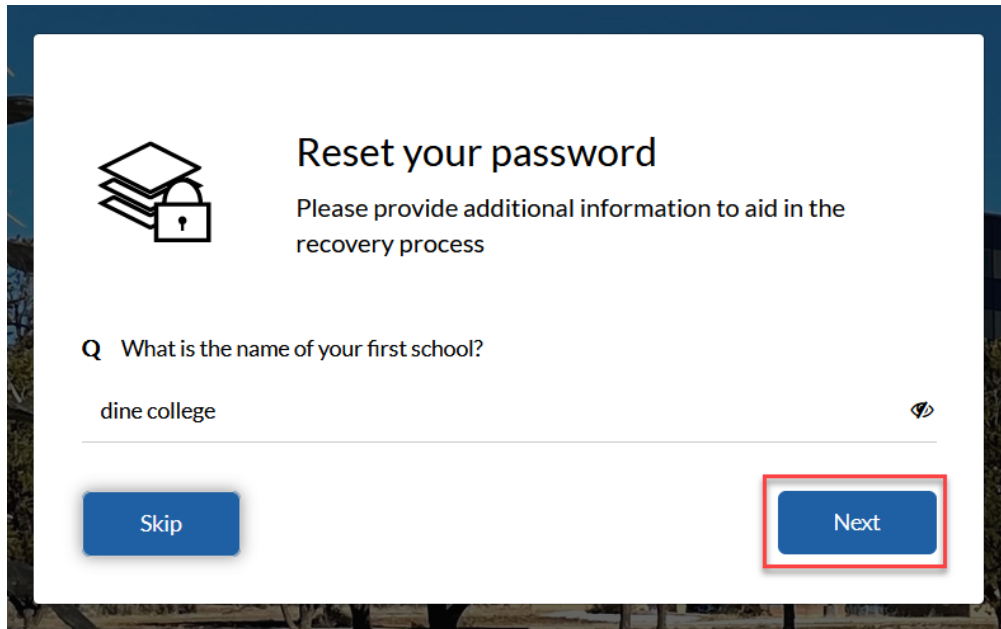
1. Navigate to 'MyDCPortal'.
2. Click on the *Forgot Password*.




3. Enter your Diné College username and click *Submit*.




4. Answer the security questions that were setup in your Account Recovery Settings.
 - This is done to verify that **you** are completing the password reset for the account and to prevent intrusion.
 - You will have to answer 2/4 of your security questions to proceed. If you do not remember your security questions, please contact the Diné College IT Department for help.



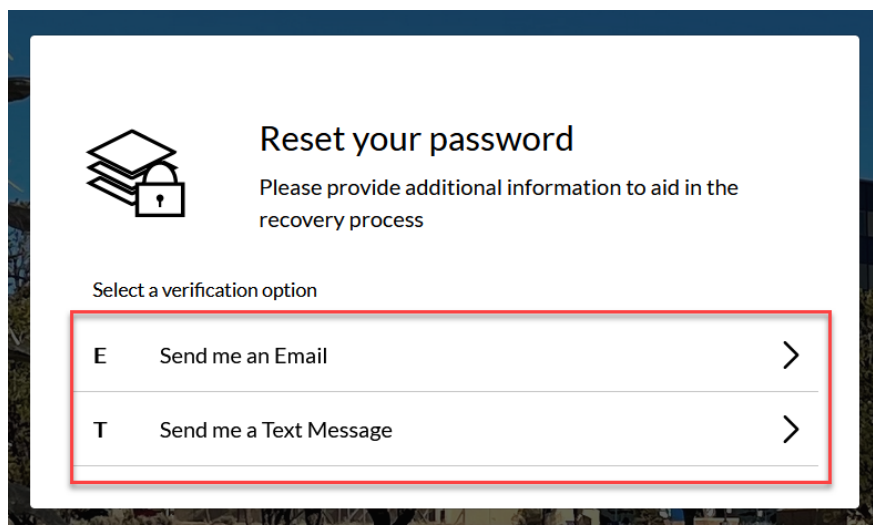
 **Reset your password**
Please provide additional information to aid in the recovery process


Q What is the name of your first school?

dine college 

[Skip](#) [Next](#)

5. For an extra layer of security, choose one verification method that was setup in your Account Recovery Settings.
 - The options may vary depending on what verification options you had setup in your Account Recovery Settings.
 - If you are having trouble proceeding, please contact the Diné College IT Department.

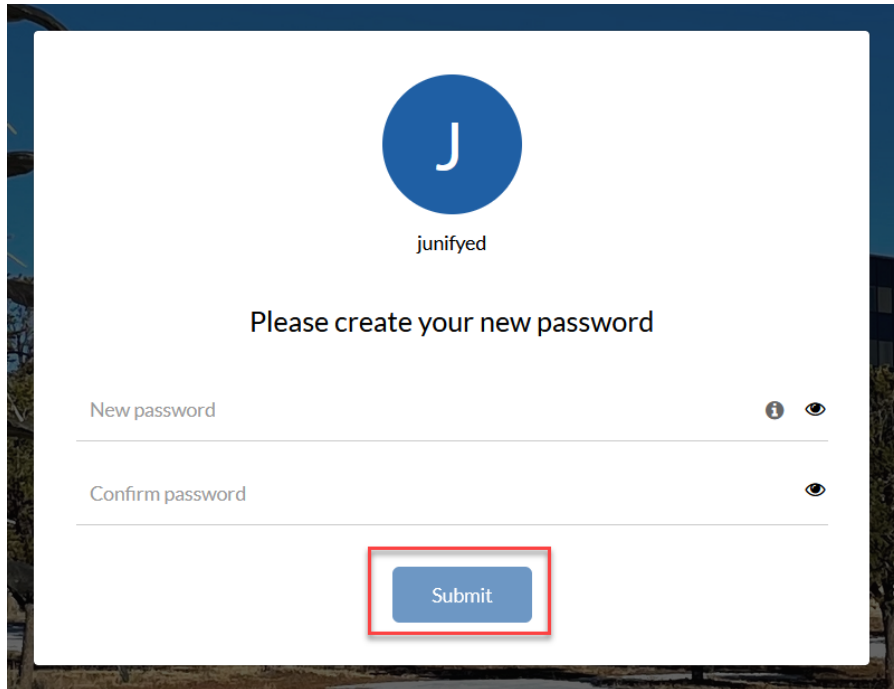


 **Reset your password**
Please provide additional information to aid in the recovery process

Select a verification option

E	Send me an Email	>
T	Send me a Text Message	>

6. It will prompt you to change your password for your Diné College account.
7. Enter in the new password and click *Submit*.



The screenshot shows a web interface for a user named 'junified'. At the top, there is a blue circular profile picture containing a white letter 'J'. Below the profile picture, the name 'junified' is displayed. The main heading reads 'Please create your new password'. There are two input fields: 'New password' and 'Confirm password'. Each field has a small eye icon to its right, indicating a toggle for password visibility. At the bottom of the form, there is a blue 'Submit' button, which is highlighted with a red rectangular border.

8. It should now notify you that your password was changed successfully.
 - It will take about 5-10 minutes before the new password syncs across all Diné College applications. You may have to sign back into some of the Diné College applications that you are using (e.g. Microsoft 365, DC Email, Microsoft Teams, Blackboard, etc.).
9. DONE