

ACCOUNT SET UP INSTRUCTIONS

StormTrac provides students with instant access to their student records.

Student e-mail (Gmail) is how students receive important messages from DCCC.

The instructions below are for students who have not set up security questions. Following these instructions will allow you to use the same password for both StormTrac and DCCC E-mail accounts.

Step 1) From the DCCC website www.davidsonccc.edu, click on *StormTrac* & E-mail on the left-hand menu under "Current Students." Click to set up your accounts. You will be directed to the Account Management page.

Step 2) Enter your username and default/temporary password on the left-hand side of the screen as directed below:

A) USERNAME: Answer the questions by filling in the boxes below. *Example* - John Smith whose student ID is 1234567 has username of: **jsmith4567**

1st letter of first name lowercase ("j")	Whole last name lowercase("smith")	Last 4 digits of your Student ID ("4567")		
Example: jsmith4567				

B) DEFAULT/Temporary PASSWORD: Answer the questions by filling in the boxes below. *Example* - John Smith whose birth date is January 8, 1980, the password would be: **Sm01081980**

1 st TWO letters of last name (1 st uppercase "S" and 2 nd lowercase "m")	Birth Month (ex: January would be - 01)	Birth Day (ex: the 8 th would be- 08)		Birth Year - enter the full year (ex: 1980)			
Example: Sm01081980							

Step 3) Set up your security questions. Choose two questions from the list provided and enter your answers for each. Next "click" SAVE.

Place Security Questions You Selected Here		Place Answers Here
1		
2		

Step 4) "Click" on the "Change Password" tab at the top of the page. Enter the default/temporary password you created above and then choose a "NEW" password.

- Examples:
- a person in your family and their birth date
 - a street address that includes the house number and street name
 - a special event and date

Place your NEW password here for future reference
Must be 8 characters or more
<p>MUST include: At least 1 number At least 1 uppercase ("A") letter At least 1 lowercase ("a") letter</p> <p>Note: DO NOT use your first name, last name, or student ID number as a part of your password.</p>

VERY IMPORTANT - You must **save and sign out** or your password will not work! Please allow 8 hours for your *StormTrac* and E-mail account passwords to match and officially become active.

Step 5) When you are finished, follow the links below to access your *StormTrac* account or Student E-mail account (*powered by Google Apps for Education*). Click on "LOG IN" at the top of the *StormTrac* main page. Enter your username and new password (new/permanent) and then click "Submit."

Users will protect their logon credentials to their utmost ability and understand that they are the only authorized user of their account. Sharing your username and password is a violation of the Student Code of Conduct and may result in disciplinary action.

Important Links

StormTrac: <https://wa.davidsonccc.edu/WebAdvisor/WebAdvisor>

Student E-mail: <http://webmail.davidsonccc.edu>

Forgot password: <https://dccclogic.davidsonccc.edu/accounts/Reset>

NOTE: This service does NOT reset your password for your *Blackboard* account. You can access *Blackboard* from this link:

<http://blackboard.davidsonccc.edu>

Need Help?

DCCC *live!*
24/7 Online Support

Click or Call: 336.249.8186