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Setting up your myDC Account.

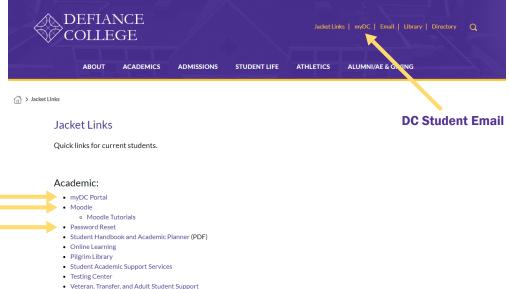
STEP #1:

Congratulations! You have received your initial myDC Log-In Information! The first step is to change your password. In order to change your password, log onto www.defiance.edu. On the homepage select "Jacket Links" and click "Password Reset."



NOTE:

Jacket Links is the same page that you can find the link to your Moodle Account and MyDC Log-In. Your DC Student Email Account can be found at the top of each webpage.



- Career Development
- Registrar's Office
- Registrar Forms
- Transcript Request
- Academic Calendar, Catalog, and Schedule of Classes - Graduatio

STEP #2: Click on "Change your password" Defiance College Self-Service Password to create a new password. Your initial password can be found on Ì your student account information DEFIANCE COLLEGE sheet with these instructions. Please note the password Do you know your current password? Change your password requirements listed at the top of Forgot your password? the Self-Service Password page. Reset your password via Text You will use this new password If you need further assistance, please contact Computer Services: for your myDC Profile, Student <u>helpdesk@defiance.edu</u> 419.783.2667 Pilgrim Library 206 Email, and Moodle access. Defiance College Self-Service Password < ۵ DEFIANCE COLLEGE Your password must conform to the following constraints: Minimum length: 8 Minimum number of different classes of characters (upper, lower, number, special characters): 3 **Your Initial Password is** May not use more than two consecutive characters of your username or your full name. the Old password. Login 🤱

Old password New password Confirm

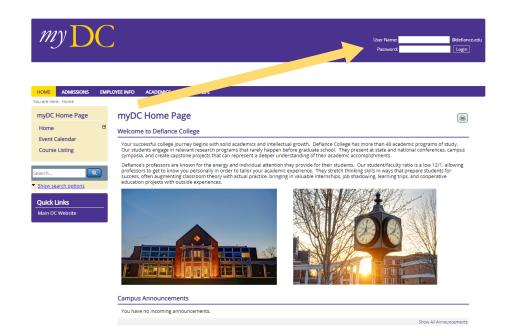
I'm not a robot

Send

STEP #3:

Once you have changed your initial password, log into myDC with the username and NEW Password you created.

Reminder: This new password will be used for your myDC, Student Email, and Moodle access.



STEP #4:

Once logged into the myDC Portal, click on the Student Tab running across the top of the screen. This will allow you to see more options needed to continue this step. Click on the Advising and Registration listed on the left side of the screen in the Tan box.

Students

Student Home

My Grades

Student Life

Course Schedule

Advising and Registration

Student Billing Information

Financial Aid Information

Staff & Faculty Directory

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Welcome to the Defiance College Student Portal

Academic Calendar, Catalog and Final Exam Schedule

Visit the Registrar's Office website for the Academic Calendar, Catalog and Final Exam Schedule.

Final Exam Schedule

Ungrouped Final Exam Schedule Spring 2019.pdf (.pdf, 78K)

Go to Main Screen

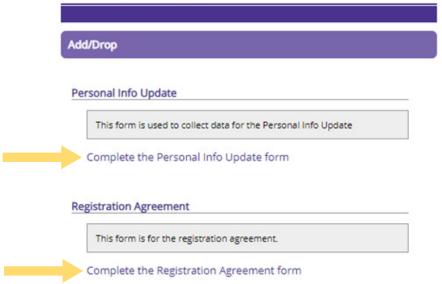
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STEP #5:

Click on Add/Drop Courses and change the term to 2019-2020 Fall Semester, which will allow you to complete the *Personal Information Update* & *Registration Agreement*.

The Personal Information Update is to confirm DC has the most accurate information. Please read the Registration Agreement thoroughly as it outlines your financial obligations as a student at DC. Click submit when completed.

Schedule Your Classes



Go to Main screen

Before being able to access the Schedule Your Classes screen, you must accept the Registration Agreement stated below and update personal information.

To accept the conditions stated, select the 'Yes' radio button and click the Submit button.

Response to Registration Conditions

Registration Agreement

geor autor registerment Understand that by registering for classes. I incur a legal obligation to pay tuition, fees, and other associated charges, such as room and board or miscellaneous fines, plus any late fees computed on any outstanding balance not covered by financial aid. I am responsible for any unpaid balance on my student account and i will be considered in default if fail to rewit payment in full. A charge of \$30.00 per month may be added to any unpaid balance for which payment arrangements are not in place and up to date.

understand that Defiance College sends electronic notifications (e-mails) to my official Defiance College e-mail account to communicat important information and updates.

I also consent hereafter to receive my annual IRS 1098-T online in PDF format, and understand that I can withdraw this consent and receive a paper copy by contacting the Defiance College Business Office.

I understand that in the event that I leave Defiance College with an outstanding student account balance. College services may be withheld (e.g. grades, transcripts, diploma, class registration), fees may be added, and/or the outstanding balance may be placed with a third-party collection agency, Collection fees, which may be based on a percentage at a maximum of 33% of the debt, and/or reasonable attorney fees, will be added to student balances placed for collection.

In the event that my account is delinquent, I authorize Defiance College and anyone acting on its behalf, to contact me regarding my unpaid balance at any current or future phone number, cellular number, or via other wireless device using automated telephone dialing equipment or artificial or precorded voice and/or text messages.

I understand that by selecting "Submit". I am agreeing to the information outlined above.

1. I am acknowledging all of the above conditions and understand by clicking the submit button. I am agreeing to abide these policies.

*Required

Submit Cancel

Following the completion of these steps you will have access to your myDC Portal as well as your Student Email and Moodle Account.