

# How Do I Login To InSite For The First Time?

1. Go to [www.dvc.edu](http://www.dvc.edu)
2. Along the top of the screen, look for the link for “InSite” and click on it.



3. This will take you to the InSite landing page. To log in, click on any of the marked areas below.



4. Next, enter your username and password to login. Your username is typically the first letter of your first name, followed by your entire last name, and the last 3 digits of your Student ID number. For example Tim Simms has a student ID of 1234567—his username will be tsimms567. Your initial password is your date of birth in a 6 digit format—MMDDYY (no lines, no spaces, last 2 digits of the year **ONLY**). Press “login” to enter InSite.

Please note:

If you do NOT have a Student ID number or username, then you need to make sure you have submitted an application to DVC. If you applied but have yet to receive the email containing your student ID number and username, you will need to bring some form of physical photo ID (drivers license, passport, school ID, etc.) and speak to an Admissions and Records staff member to retrieve your username and ID number.



# How Do I Login To InSite For The First Time? Continued...

After entering your initial password, you will be told your password has expired. Press "Continue" to be taken to a screen where you can enter a new password. The password must meet the requirements listed on the screen. When you are done, press "Set Password", and then "Click here to try to continue logging in."

**Set Password**  
Please provide your username below then click the 'Continue' button

**Password Expired**  
Your password has expired and you must reset it.

Username

[Continue](#) [Cancel](#)

**Set Password**  
Please provide your new password, confirm it then click the 'Set Password' button

**Password Complexity Rules**  
Your new password must satisfy the following rules:

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Username

New Password  [Show password](#)

Confirm New Password

[Set Password](#) [Cancel](#)

**Secure Login**

**Self-Service Action Successful**

[Click here to try to continue logging in.](#)

Next, you have a chance to set security questions. These act as a method to verify your identity should you need to unlock your account or reset your password. Pick a question from the dropdown options and enter an answer. You will need to set answers for 3 questions. Answers are case sensitive and must be at least 4 characters in length. Press continue to move on.

**Secure Login**

Please answer at least 3 of the 10 questions below.  
NOTE: Answers must be at least 4 characters long.

Username

-- Please choose a question --

-- Please choose a question --

-- Please choose a question --

[Cancel](#)

Answers remaining: 3 optional

**Secure Login**

**Self-Service Action Successful**

[Click here to try to continue logging in.](#)

Finally is the option to enter your cellphone number. You should make sure your phone has service in the area you are in, before you begin. You will receive a text message with a 4 digit number. This number is your one-time password. Completing this step provides you with an alternative way of resetting your password, and will generate a unique 4 digit number each time you request a one-time password. This is particularly useful if you are bad at remembering passwords! Entering your number also allows you to opt-in for text alerts for emergencies, waitlists, and appointment reminders. Enter your one-time password, and continue on to InSite.

**Secure Login**

A One-Time Password (OTP) has been sent to your phone. It could take 10-15 seconds to be delivered. Upon receipt, please enter the One-Time Password (OTP) below and click the button to continue.

Username

One-Time Password

Problems with the One-Time Password(OTP)?

[Continue](#) [Cancel](#)

**Secure Login**

**Self-Service Action Successful**

[Click here to try to continue logging in.](#)