

# How do I login to InSite for the first time?

## Step 1:

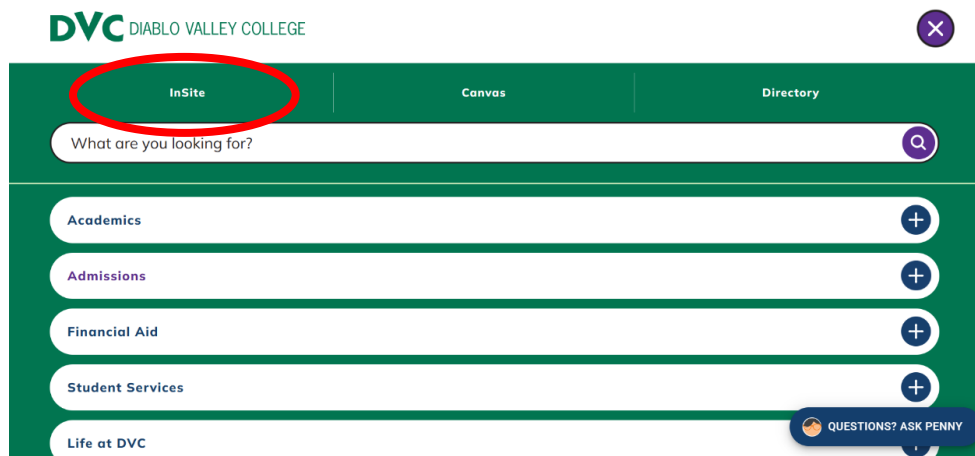
Go to <https://www.dvc.edu>.

Click on the 3 lines up to the right to show the menu



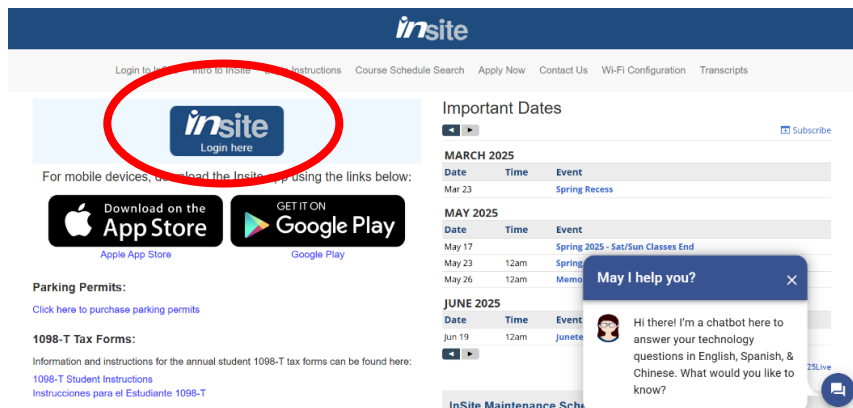
## Step 2:

Select the “InSite” option on the top left.



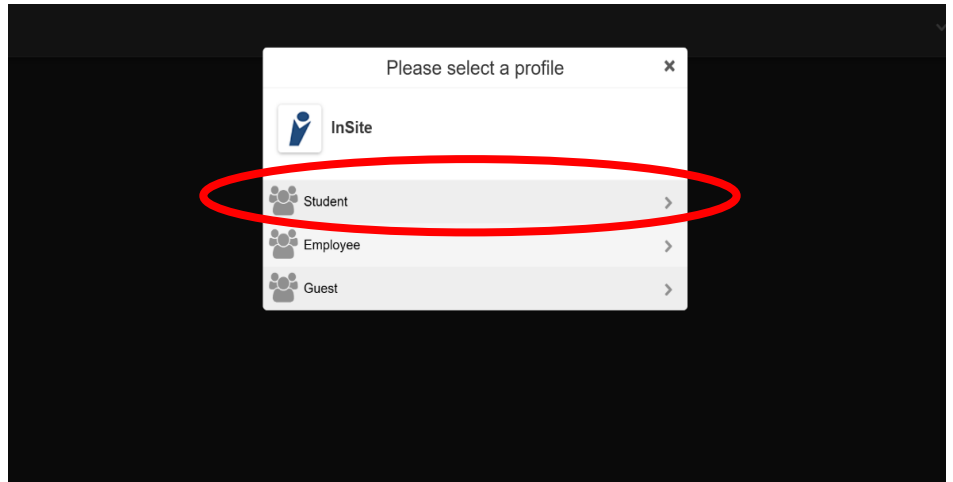
## Step 3:

Then click on the tab “Insite, login here”



**Step 4:**

Select “Student” as your profile choice.



**Step 5:**

Next, enter your DVC username and temporary password to login.

Your username is the first letter of your first name, followed by your entire last name, and the last 3 digits of your Student ID number.

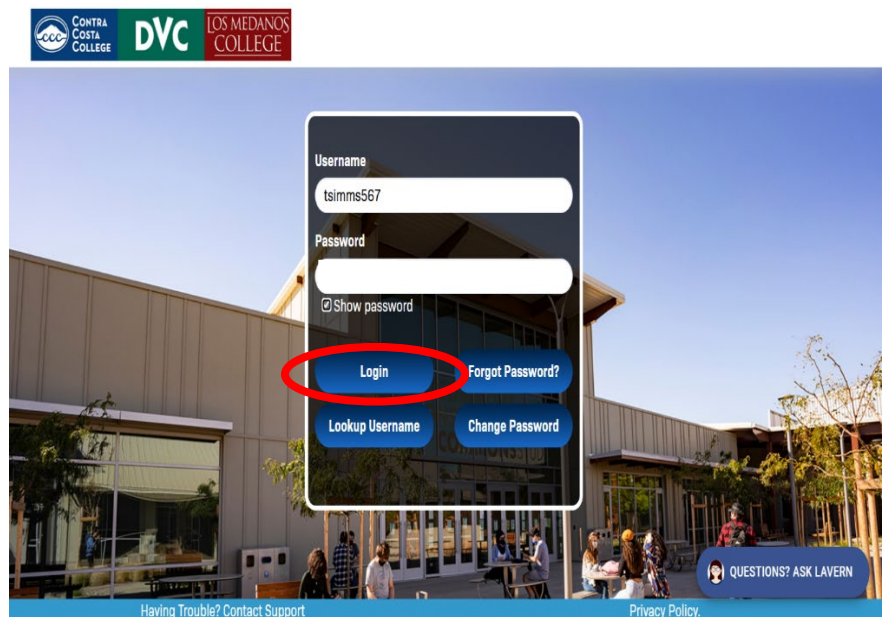
For example, Tim Simms has a student ID of 1234567—his username will be tsimms567.

Your temporary password is:

Welcome2DVC####

(the ‘#’ are the last 4 digits of your cell phone number.)

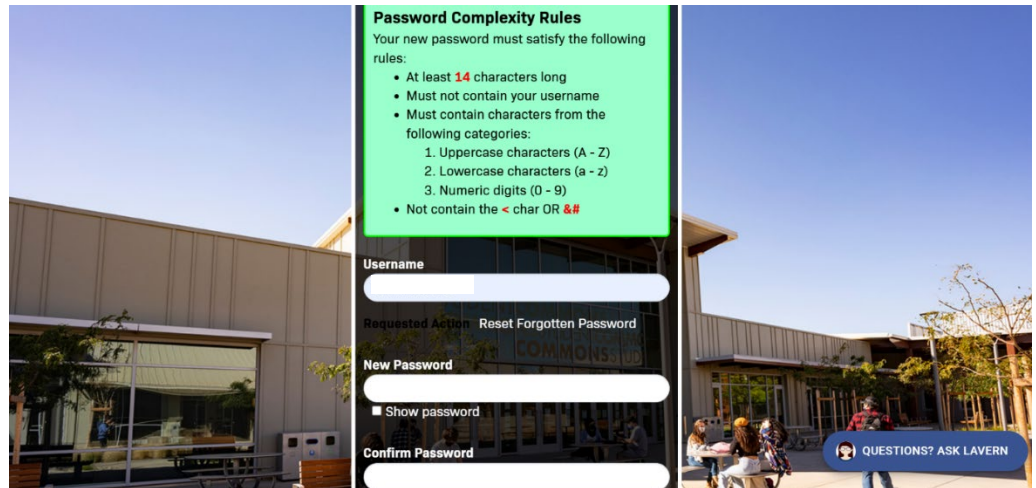
Press “login” to enter InSite.



## Step 6:

After entering your temporary password, you will be told your password has expired.

You'll be taken to a screen where you can create a new password.



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

- At least **14** characters long
- Must not contain your username
- Must contain characters from the following categories:
  1. Uppercase characters (A - Z)
  2. Lowercase characters (a - z)
  3. Numeric digits (0 - 9)
- Not contain the < char OR &#

Username:

Requested Action: Reset Forgotten Password

New Password:

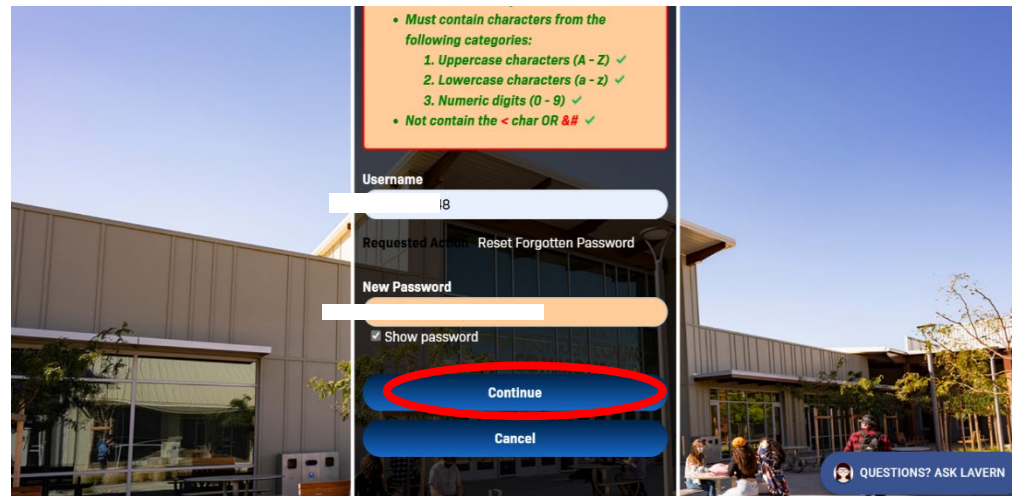
☐ Show password

Confirm Password:

QUESTIONS? ASK LAVERN

## Step 7:

After setting up your new password, click in continue.



• Must contain characters from the following categories:

1. Uppercase characters (A - Z) ✓
2. Lowercase characters (a - z) ✓
3. Numeric digits (0 - 9) ✓

• Not contain the < char OR &# ✓

Username:

Requested Action: Reset Forgotten Password

New Password:

☒ Show password

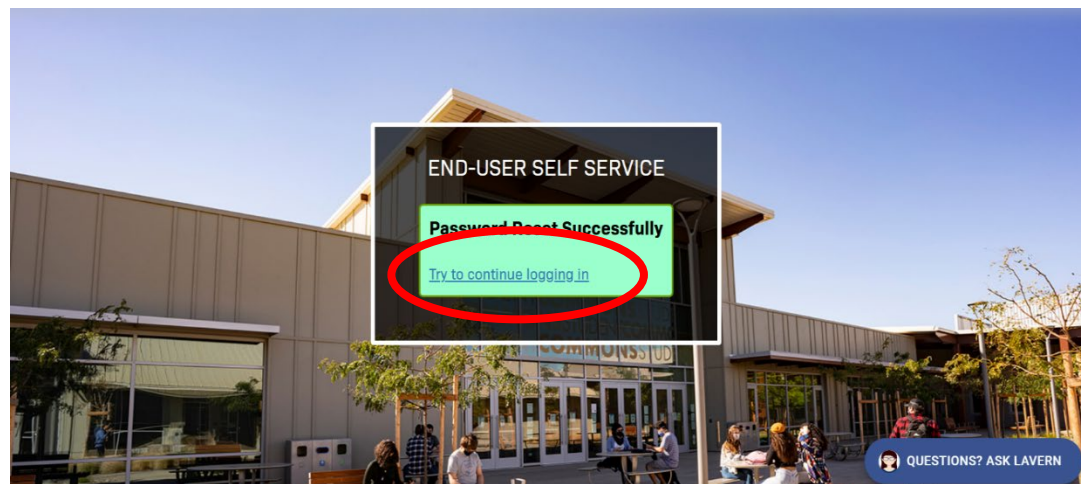
**Continue**

Cancel

QUESTIONS? ASK LAVERN

## Step 8:

Lastly, click on “try to continue logging in” and you'll be taken to the screen from step 5, which you can login with your new password.



END-USER SELF SERVICE

**Password Reset Successfully**

[Try to continue logging in](#)

QUESTIONS? ASK LAVERN