Welcome to the Student Portal!

Overview:
1. Building student username, e-mail, and password.
2. Log in to the student portal account: https://myportaldave.edukgroup.com/
3. Accessing Office 365.

Building student username, e-mail, and password

Utilize:
- *Student Initials - first and last name*
- *Student Number - last 4 digits*
- *Student Social Security Number - last 4 digits*

Username formula:
initial_first_name + *last_name* + *last_4_digits_student_number*

Example:
- *Username:*   **jdoe1010**
- *Name:*   John Doe
- *Last 4 digits of your Student Number:*   1010

E-mail formula:
username@stu.daveschool.org

Example:
- *E-mail:*   **jdoe1010@stu.daveschool.org**
- *Username:*   jdoe1010

Password formula:
initial_first_name + initial_last_name + last_4_digits_SSN

Example:
- *Password:*   **jd2020**
- *Name:*   John Doe
- *Last 4 digits of your social security number:*   2020

Login to the Student Portal Account –
https://myportaldave.edukgroup.com/

Student Portal

COURSES
CURSOS

ACADEMICS
ACADÉMICO

STAFF
PERSONAL

CLASSES
CLASES

Press the 'LOGIN' button to continue.

Login Menus for Student Portal Links:

LOGIN ▾

Student Portal Homepage

Current Student Login Here
Estudiante Acceder Aquí

Press the 'Student Portal Homepage' button to continue.

Other menu items will show.

Back to home

Next, enter the 'Username' and 'Password', press 'Login' to continue. OR Press the 'I Forgot your Password' link.

➜ Login

Required Field *

Username *

Password *

Password is case sensitive

| Forgot your Password

Login

After initial login a password reset can occur.

⚷ Forgot Password

Required Field *

Enter your Username and Email Address

Username *

Email Address *

Back   Submit

The 'Forgot Password' wizard will guide you.

If you are accessing for the **first time**, you will be prompted to answer two security questions, these will be later use in case of password reset or change in user profile.

Security Questions

Since you last logged in, new Security Questions have been created that will help with resetting forgotten accounts. Please answer the following questions as accurately as possible.
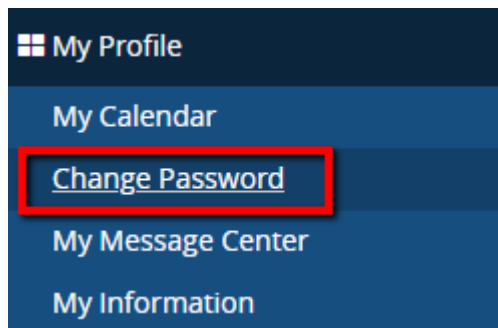
Required Field

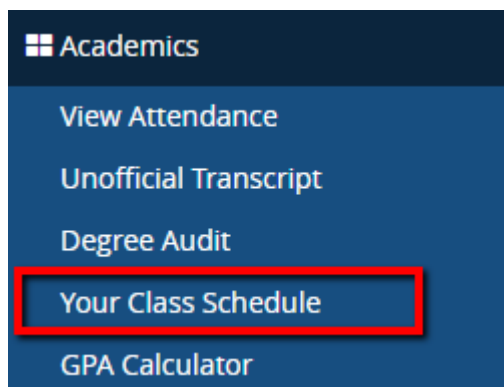|	
Place of Birth?	
What are the last four (4) numbers of your Social Security Number	

Submit

You can also **change your password**, navigating to:

You can also access your **current and scheduled classes**, navigating to:

Accessing Office 365

After completing the student portal account, go to Live.com to activate the new institutional email.

Remember, very important! Mail Office 365: (http://mail.office365.com)
and use the e-mail and new password information.

*It is very important to activate your institutional email to access all related student communication sent by the institution and teachers, as well as access Canvas in the event you are taking online classes.

Microsoft

Sign in
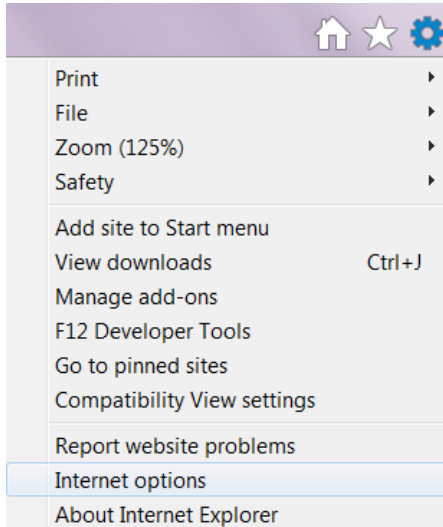
jdoe1010@stu.ftccollege.edu

Next

No account? Create one!

Browser Configuration:

Cookies: Internet Explorer - Cookies must be enabled to 'Low' or 'Medium'

Print
File
Zoom (125%)
Safety

Add site to Start menu
View downloads   Ctrl+J
Manage add-ons
F12 Developer Tools
Go to pinned sites
Compatibility View settings

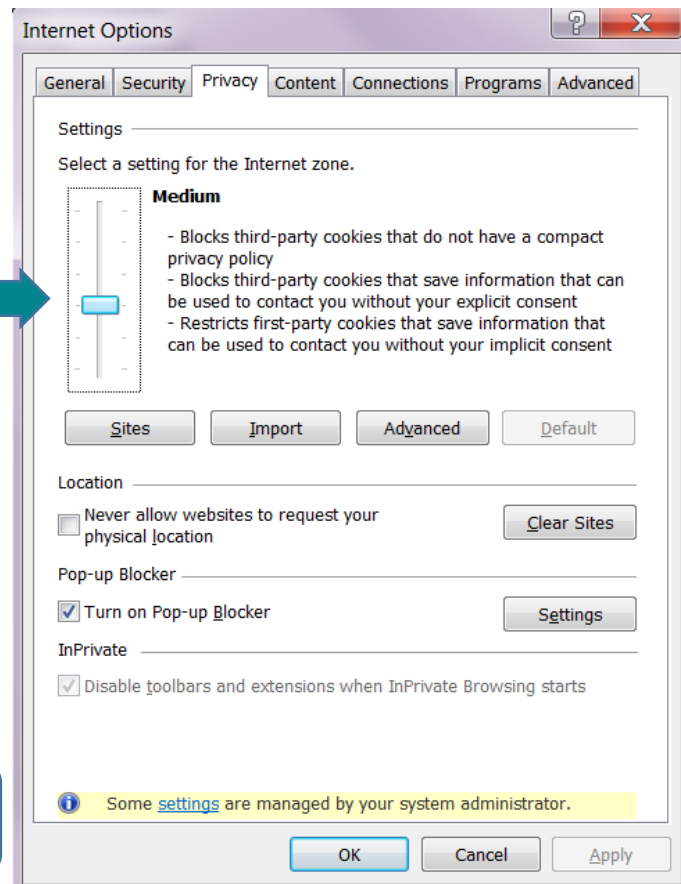Report website problems
Internet options
About Internet Explorer

Settings use the 'Gear' icon located in the upper right corner of your browser.

Using Internet Explorer go to Settings, then Internet Options.

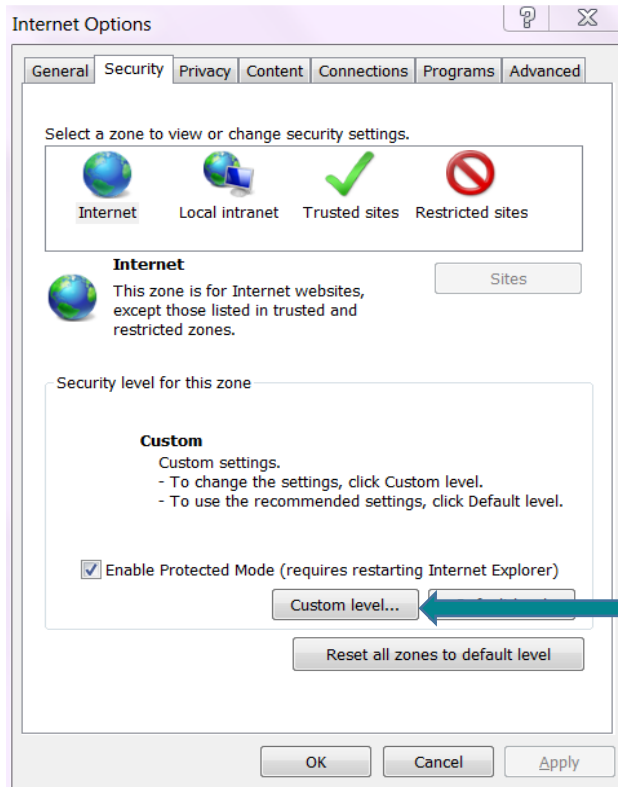Locate the 'Privacy' tab to adjust slide level.

Adjust the level to 'Low' or 'Medium'.

Press 'Apply' or 'OK' to save changes.

Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Settings

Select a setting for the Internet zone.

Medium

- Blocks third-party cookies that do not have a compact privacy policy
- Blocks third-party cookies that save information that can be used to contact you without your explicit consent
- Restricts first-party cookies that save information that can be used to contact you without your implicit consent

Sites   Import   Advanced   Default

Location

☐ Never allow websites to request your physical location   Clear Sites

Pop-up Blocker

☑ Turn on Pop-up Blocker   Settings

InPrivate

☑ Disable toolbars and extensions when InPrivate Browsing starts

ⓘ Some settings are managed by your system administrator.

OK   Cancel   Apply

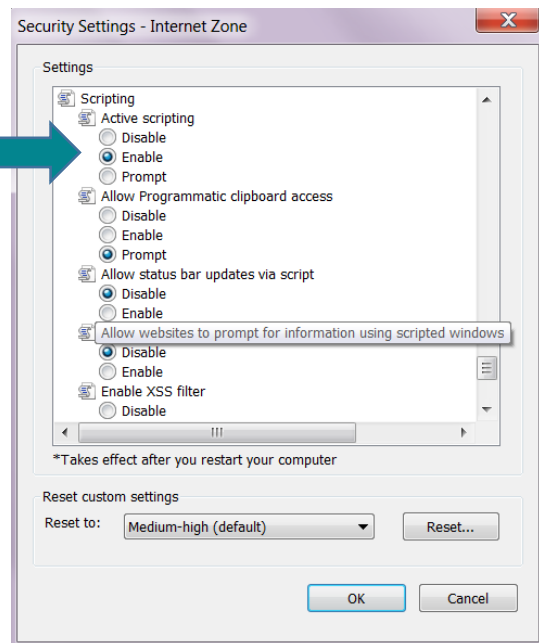# JavaScript: Internet Explorer

Staying in Internet Options.

Select the 'Security' tab.

Select 'Custom level...'

Verify or select 'Enable' from 'Active scripting'.

Press Ok to save. Then 'Ok' again to leave 'Internet Options'.