



Instructions for accessing the **STUDENT PORTAL** using your institutional email



EMAIL FORMULA:

- > **First letter of your name**
- > **Last name**
- > **Last four digits of your student number**
- > **@stu.daveschool.org**

Example:
 Name: John Doe
 Last four digits of your student number: 1010
 Email: jdoe1010@stu.daveschool.org

PASSWORD FORMULA:

- > **First letter of your name**
- > **First letter of your last name**
- > **Last four digits of your Social Security number**



Example:
 Name: John Doe
 Last four digits of your Social Security number: 2020
 Password: jd2020



NOW YOU CAN ACCESS YOUR STUDENT PORTAL:

- Just visit www.dave.nuc.edu and go to Student login and click on Student Portal.
- Once you access the website and use your email and password for the first time, the system will require you to change your password (it should be at least 6 characters).
- Once this process is done, you have activated your account in the portal, and you'll be ready to access and benefit from all the services it provides.

**ACCESS YOUR EMAIL WITH
OFFICE 365 USING
ONLY ONE ACCESS ACCOUNT.**

FOR MORE INFORMATION, VISIT:
https://dave.nuc.edu/dave2020/wp-content/uploads/2018/11/Student-Portal-Login-Guide_DAVE-Logo.pdf