



THE DAVE SCHOOL

## 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.
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## 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*



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**Name:** John Doe

**Last 4 digits of your social security number:** 2020



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## Login to the Student Portal Account

<https://myportaldave.edukgroup.com/>

Student Portal

Press the 'LOGIN' button to continue.

Student Portal

- COURSES CURSOS
- ACADEMICS ACADÉMICO
- STAFF PERSONAL
- CLASSES CLASES

Version:

## Login Menus for Student Portal Links:

Press the 'Student Portal Homepage' button to continue.

Other menu items will show.

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

After initial login a password reset can occur.

The 'Forgot Password' wizard will guide you.

Required Field \*

Student Portal Homepage

Current Student [Login Here](#)

Estudiante [Acceder Aquí](#)

Back to home

LOGIN

Required Field \*

Username \*

Password \*

Password is case sensitive

[Forgot your Password](#)

Login

Forgot Password

Required Field \*

Enter your Username and Email Address

Username \*

Email Address \*

Back Submit



## THE DAVE SCHOOL

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.

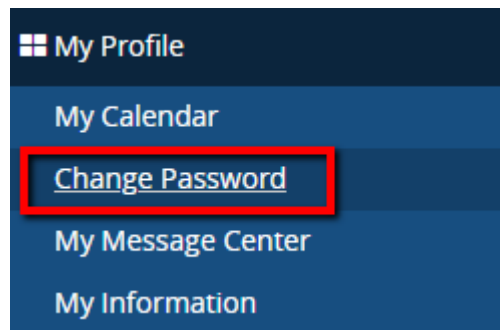
Required Field

Place of Birth?

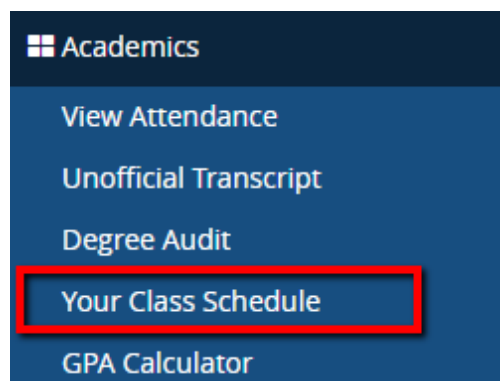
What are the last four (4) numbers of your Social Security Number

[Submit](#)

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



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





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## Accessing Office 365

**After completing the student portal account, go to Live.com to activate the new institutionalemail.**

**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 studentcommunication 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

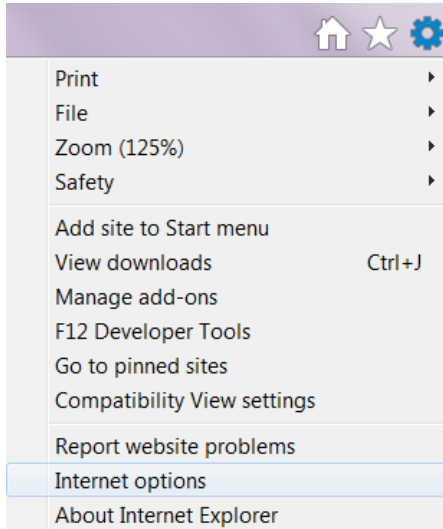
Next

No account? [Create one!](#)



## Browser Configuration:

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

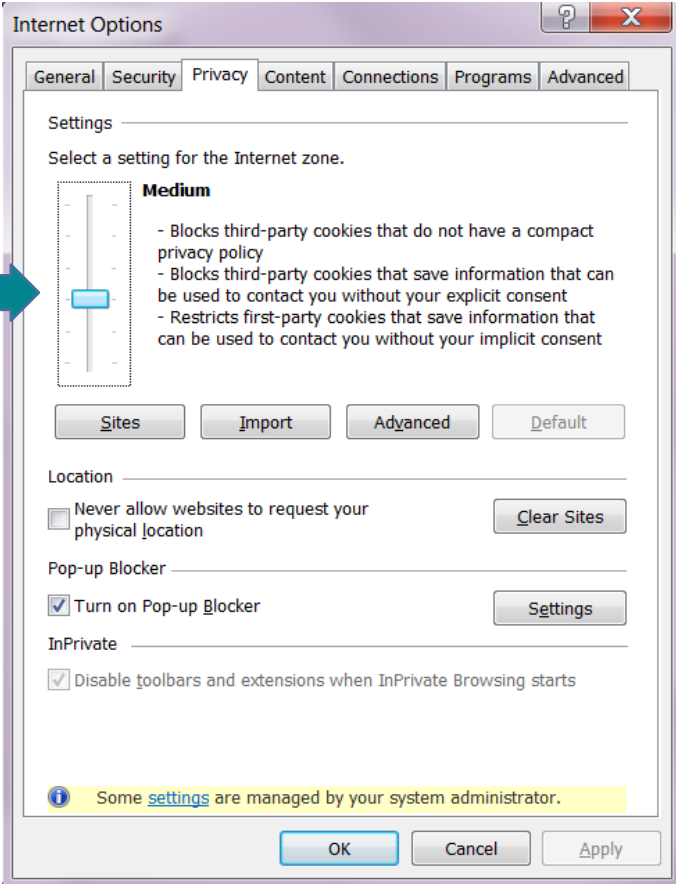


Settings use the 'Gear' icon located in the upper right corner of your browser.

Using Internet Explorer go to Settings, then Internet Options.

Locate the 'Privacy' tab to adjust slide level.

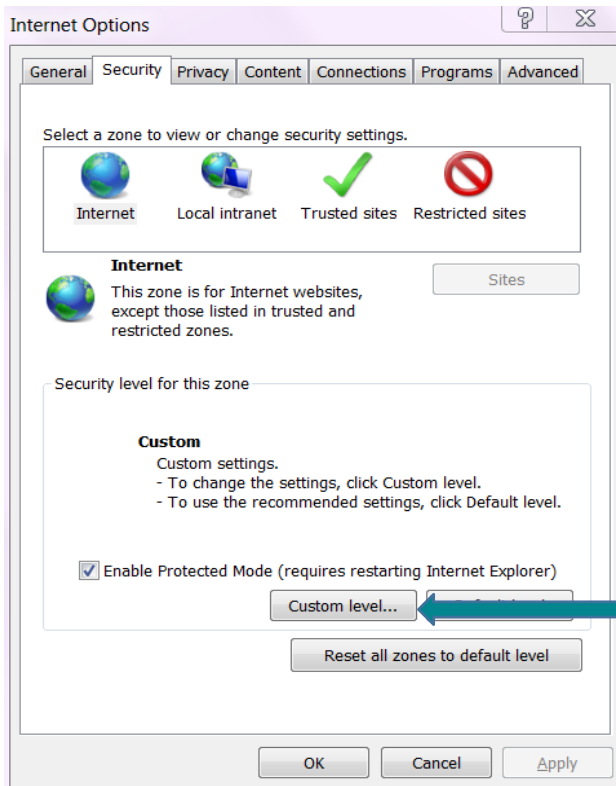
Adjust the level to 'Low' or 'Medium'.



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



## 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'.

