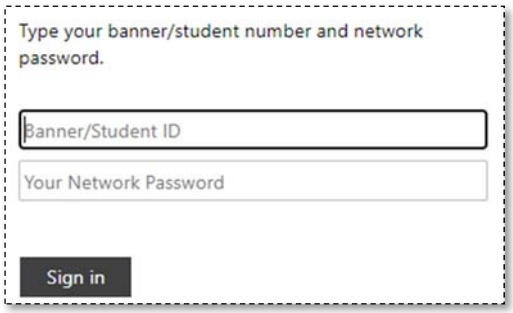
This guide will demonstrate how to change the default password on a student network account if it has never been used before

Visit the Student Email Webpage

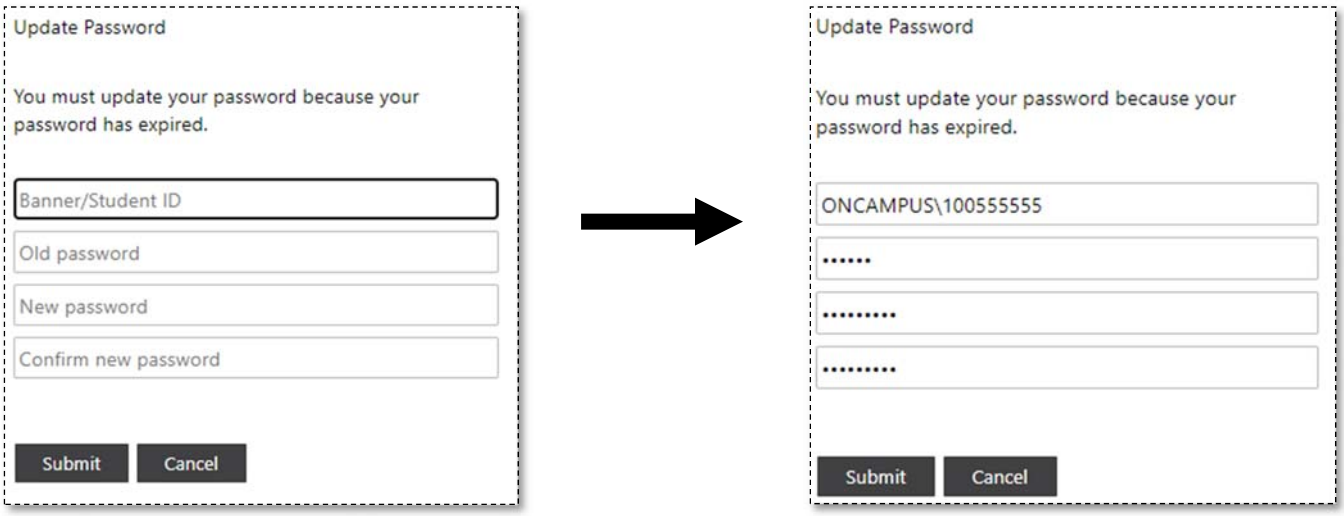
1. Visit the email website for DC / OnTechU:

   Durham College → http://www.dcmail.ca
   Ontario Tech University → http://mail.ontariotechu.net



2. Enter your '100' Student ID number. Your default password would be one of three things. Try each starting with 'a' below:
   a. Your date of birth in the format **MMDDYY** *(6 Digits)*
   b. Your Canadian postal code in the format **A1A1A1** *(6 Digits, Caps, No Space)*
   c. The word '**university'** (for OnTechU) or the word '**durham'** (for Durham College)

Change the Default Password

Once one of the default passwords works, you will advance to the next screen, pictured below. Ensure you enter the information as described below.

* Banner/Student ID: You **MUST** put "ONCAMPUS\" in front of your ID number
* Old Password: Use the same default password that worked on the previous screen
* New password: Any new password, previously unused 6 characters (or more)