

Canvas, Self-Service, and Student Email

With your student registration, you will have access to web services that will help you through your college career. Your web services include the following:

- **DC Student Email:**

your student email account with 25GB of storage, powered by Google.

- **Canvas:**

course portal access that lets you submit homework, share documents, view graded assignments, etc.

- **EMPOWER Self-Service:**

access to online registration, course schedule, billing statement and semester grades, etc.

To activate your Donnelly account, you will need to login into the website donnelly.onelogin.com. The username and password are as follows:

Your username is your last name and the last four digits of your student ID number

Example: smith1234

Your initial password will be your student ID number with no dashes.

Example: 100111234

Once you log in for the first time, you will be prompted to change your password and to answer your security questions. Please see the [OneLogin](#) guide for more information about how to login into your OneLogin Portal

Need login help?
Contact the helpdesk

Email: ITSupport@donnelly.edu

Call: (913) 621-8795

You can also find the IT helpdesk staff in room 341 in the main building.

Refer to the “Frequently asked questions” on the back of this page for more details about your login information.

Frequently Asked Questions

Q: I don't know my Student ID number. Where do I get it?

A: Your student ID number is printed on your billing statement and student ID card. You can also retrieve your student ID number from advisors, the registrar's office or business office.

Q: I don't know my Username to log into the portal.

A: Your username is your last name and the last four digits of your student ID number. For example, smith3480

Q: My last name is too long or has special characters. How does this affect my username?

A: Since usernames have a maximum of 20 characters, last names will be truncated after 16 characters. Any special character (or space) in a last name is dismissed. For example, the username for "Maria Gonzalez-Rodriguez" with student ID 123-45-6789 is gonzalezrodrigue6789

Q: What is my DC student email address?

A: Your DC student email address is: Username@students.donnelly.edu where the Username is the same username you use to login to the computer lab, and OneLogin.

Q: Why do I need a DC student email account?

A: All Donnelly communication is sent to your DC student email account. This account provides you with updates and information regarding your enrollment, fees, exams and important dates. Your instructor(s) will use this account to contact you should the need arise.

Q: I forgot my password. What do I do?

A: You can contact the IT helpdesk staff in room 341 and request a password reset, you will be required to present your Student ID in the process.

Q: If I encounter a problem, who do I contact?

A: Contact the IT helpdesk at ITSupport@donnelly.edu or call (913) 621-8795. Only Donnelly IT Department staff can assist with login issues and account problems.

Have a question and don't see the answer to it on this page?

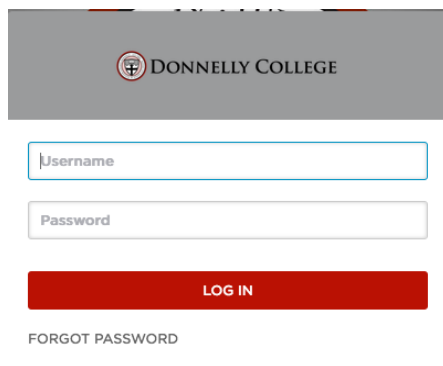
Contact the IT department by emailing itsupport@donnelly.edu or see a staff member in room 341 in the main academic building.

OneLogin

OneLogin is the easiest way to access the Donnelly Applications. Here are the steps to login into OneLogin. You can find the OneLogin link in the www.donnelly.edu/students/my-donnelly-login page or by typing **donnelly.onelogin.com** in your browser.

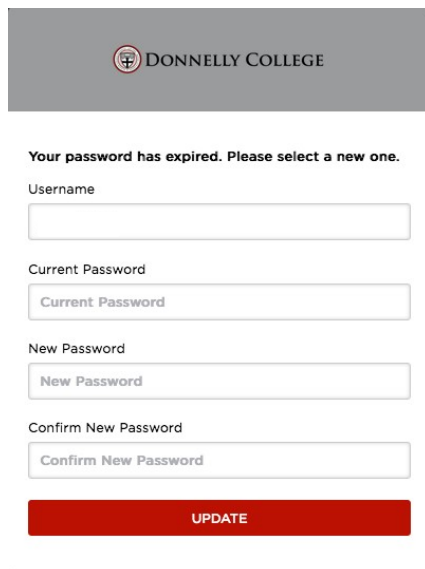
Step One: Enter your Donnelly Credentials

- **Username:** Your last name and the four last digits of your student ID number.
Example: smith1234
- **Password:** if you are a new student, your password will be your student ID number with no dashes. Example: 310000101



The screenshot shows the OneLogin login interface for Donnelly College. At the top is the Donnelly College logo and name. Below that are two input fields: 'Username' and 'Password'. A red 'LOG IN' button is positioned below the password field. At the bottom, there is a link for 'FORGOT PASSWORD'.

Step two: If you are doing this on a mobile device or a personal computer, you will be asked to change your password the first time you log in.



The screenshot shows the OneLogin password change interface for Donnelly College. At the top is the Donnelly College logo and name. Below that is a message: 'Your password has expired. Please select a new one.' There are four input fields: 'Username', 'Current Password', 'New Password', and 'Confirm New Password'. A red 'UPDATE' button is positioned below the 'Confirm New Password' field.

After you update your password, you will be asked to log back into OneLogin with your new password.

NOTE: This new password is also now the password for any onsite computer.

Step three: Update your security questions. This step is very important! If you forget your password, you will be able to reset it with these security questions. These questions will also be used as a second factor of authentication when you log in from outside of campus.

← Security Questions ADD QUESTION SAVE

Question #1
What month is your mother's birthday?

Your Answer

Question #2
What was the last name of your favorite teacher in final year of hi...

Your Answer

Question #3
In what state were you born?

Your Answer

Question #4
In what city was your mother born? (Enter full name of city only)

Your Answer

If there is a problem with your account, this information will make it easier for you to log back in.


Tips for your answers to the security questions:

- Do not use the same answer for multiple questions
- Do not use a password as an answer
- Answer a minimum of 4 questions.
- Answers are not case-sensitive.
- Special characters such as @#&* will be ignored
- Do not share your questions and answers with anyone.
- Blank answers will not be accepted

Step four: Add your cellphone number. This step will help you in the given case that you forget your password, you will be able to reset it.

a)

Profile SAVE



STUDENT

[@students.donne...](#) [Update phone number](#) [Change Password](#)

Security Preferences

2-Factor Authentication
You have no registered 2-Factor Methods. +

Security Questions ✎

What was the last name of your favorite teacher in final year of high school?	Remove
What was the name of your kindergarten teacher?	Remove
In what city was your mother born? (Enter full name of city only)	Remove
In what state were you born?	Remove

b)

Update Phone Number

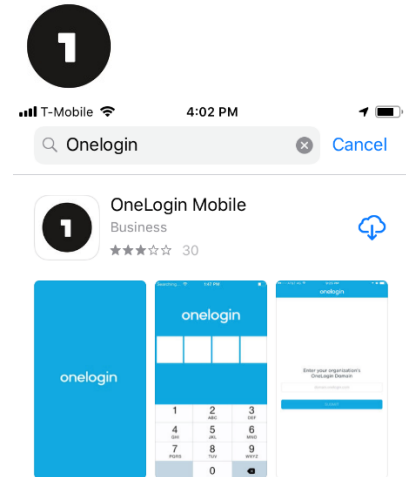
New phone number

CANCEL SAVE

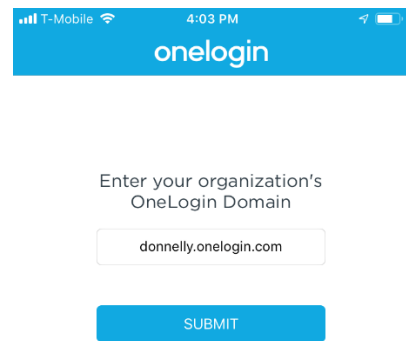
Step Five: Download the OneLogin Mobile app!

You can access your Donnelly accounts directly from your smart phone.

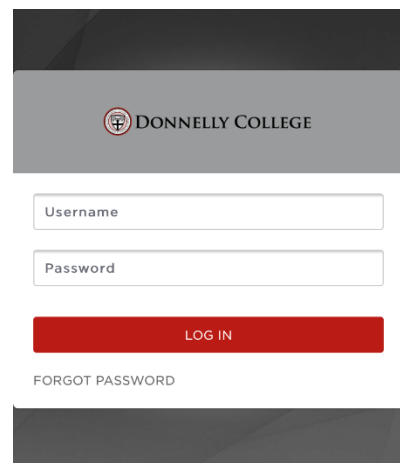
Download the application from your App Store or Google Play Store



Enter our domain, which is dannelly.onelogin.com



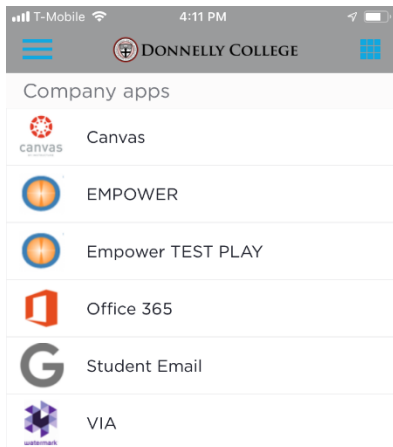
Enter your provided credentials



Once you log in, you will be required to create a 4-digit pin to access your account.



Now you can access any of your school applications by tapping any of these icons.

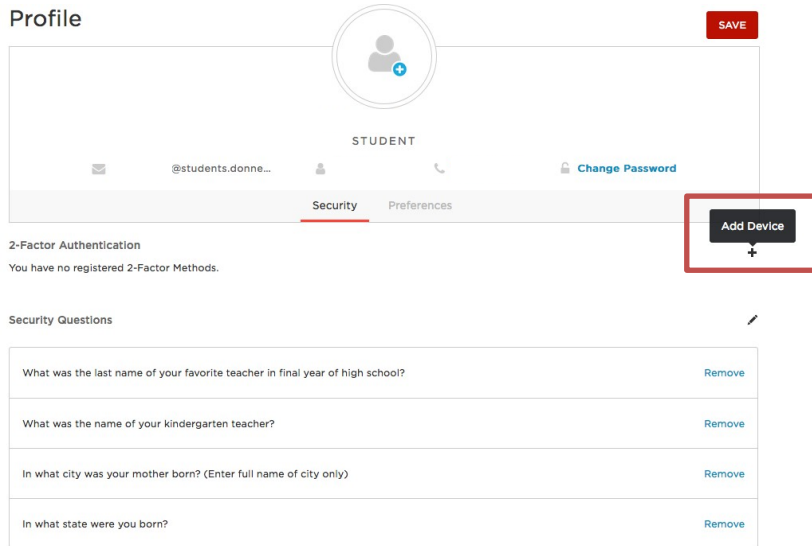


Bonus Step: Add extra security to your account with your smart phone!

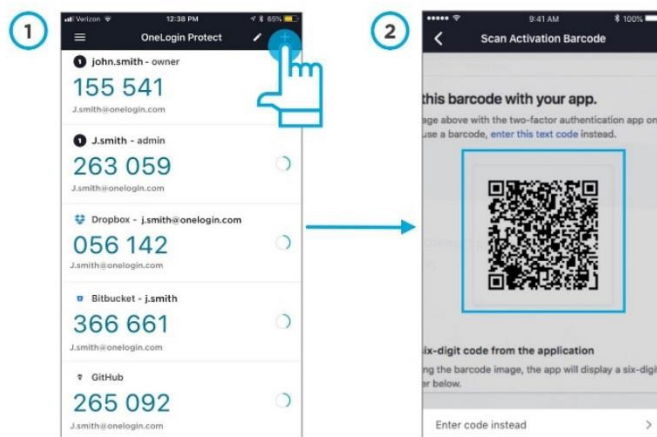
- a) Download the app **OneLogin Protect** in your smartphone.



- b) Add your account by clicking the plus sign in the 2 Factor authentication section “Add Device”



- c) Add your account to the smartphone app and scan the barcode with the OneLogin protect barcode scanner.



Your account is now ready, and you will be able to protect your information with a multi factor authentication method. This means that if your account is used outside of Donnelly College, you will receive a push notification on your smartphone to accept that connection.

