

Too many accounts to remember?

Now, you'll only need one!



What is myDonnelly Portal?

myDonnelly Portal is a website that provides entrance to other sites such as...

- **DC Student Email** – your student email account with 25GB storage, powered by Gmail.
- **Moodle** – Course webpage access that lets you submit homework, share documents, view graded assignments, take quizzes and participate in discussion forums and other on-line activities.
- **PowerCampus Self-Service** – Access to online registration, course schedule, your billing statement and semester grades.
- **Library** and other resources at Donnelly College.

Do I already have an account? How do I log in?

If you are enrolled for classes, you already have an account! You can access **myDonnelly Portal** at mycampus.donnelly.edu or by clicking on the “myDonnelly” link in the top right corner of Donnelly’s homepage (donnelly.edu). When you first log in you will need the following information:

Username: Your last name and the last four digits of your student ID number.

Example: smith3480

Password: Your initial password is your student ID number with no dashes.

Example: 100013480

Please note: You'll be required to complete security questions and to change your password the first time you log in.

For login help, contact the helpdesk at ITSupport@donnelly.edu or call (913) 621-8795.

Students Frequently Asked Questions

Q: I don't know my Student ID. 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, business office, library or IT helpdesk.

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 converted to a period. For example, the username for "Maria Gonzalez-Rodriguez" with student ID 123-45-6789 is *gonzalez.rodrigu6789*

Q: What is my DC student email address?

A: Your DC student email address is: *Username@students.donnely.edu* where the *Username* is the same username you use to login to the Portal.

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: How do I forward my DC student email to another email account?

A: After you open DC student email account, this option is available under "Options" (top right corner) -> "Mail Setting" -> "Forwarding and POP/IMAP" -> "Add a forwarding address".

Q: Why do I need to verify Gmail and PowerCampus Self-Service when I first log in?

A: New account users are required to validate their identities when logging in for the first time. This is an important step to safeguard your account information. Simply re-enter the registered information.

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

A: You can reset your password by clicking on the "Forgot Password?" link on the myDonnelly Portal homepage (mycampus.donnely.edu).

Q: Can I still access my old DC student email account at Outlook Live@EDU?

A: Yes. If you had an old student email account at Donnelly, it will remain accessible for some years. But no new email is delivered to your old student email account.

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

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