

Instructions for DAART Account Update

1. Sign into DAART using your current username and password.
2. If your username is already in the format *firstname.lastname* (with or without one or more digits after the last name), go to Step 4.
3. The system will change your username to comply with the format *firstname.lastname* (with a digit added at the end if necessary to distinguish it from an existing username), and a page will be displayed informing you of your new username. Note: From this point onward, your old username will no longer work; you must use your new username, so **please make a note of it**. Then close the page to return to the Sign-in page, and sign in using your new username and current password.
4. A Change Password dialog box will be displayed informing you that a new password must be entered. Click the “Change your password” button.
5. A Reset Password dialog box will appear. Enter either the email address associated with your account or your username. Click OK.
6. A Passcode dialog box will be displayed informing you that a passcode has been emailed to you. Check your inbox for a DAART Password Reset email from support@daart.us containing a passcode. (You should receive the email within a few minutes; if not, check any spam or junk mail folders.)
7. In the Passcode dialog box, enter the passcode provided. Click OK.
8. A Change Password dialog box will appear. Enter a password (you can use your current password, if desired) in the Password and Confirm Password boxes. Click Save. Click OK.
9. You will then be able to sign into DAART using your username and the password you just entered.

If you have any issues please email support@daart.us or call 256-955-2750