How to Access Microsoft 365 Account:

Step 1: Collect your Microsoft 365 ID and Initial Password from the Coordination Cell-DMC

Step 2: Access Microsoft 365 through your computer or mobile browser

Link: https://www.office.com/

| Google | microsoft 365 × 🦊 |
|--------|---|
| | Microsoft 365 https://www.office.com |
| | Microsoft 365: Login |
| | Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, workbooks, and presentations online, |
| | Office is now Microsoft 365 |
| | Collaborate for free with online versions of Microsoft Word |
| | Login |
| | Collaborate for free with online versions of Microsoft Word |
| | Microsoft 365 Apps Admin |
| | SID:00059977-1741-4989-9aed-095056fb4183 CID:4aeef9dc |
| | Office web apps |
| | Collaborate for free with online versions of Microsoft Word |
| | Microsoft Forms |
| | Use Microsoft Forms to easily create online surveys, forms |
| | More results from office.com » |
| | |

Step 3: Sign in to your account by using the ID and password provided by DUHS (for example: <u>faizan.khan23@dmc.duhs.edu.pk</u> Password: O...@...). The provided password will be valid for the initial access to your account only, and you must immediately reset the password (with at least 8 characters with one uppercase, one symbol and a number) and provide your further details such as phone number, alternate email etc. for accessing further features and using your account.



| You need to update the first time you an password has expir | e your password because this is re signing in, or because your ed. |
|---|--|
| Enter your current | password. |
| Current password | |
| Enter a new passwo | ord. View details |
| New password | |
| Confirm password | |

Note: In case of any problem in accessing your account, please contact through email at <u>dmc.coordinationcell@duhs.edu.pk</u>. The email must contain the screenshot of the encountered problem and your complete details i.e. roll number, class and contact number.

Dow Digital Learning Center – DLC

How to Access DLC:

Step 1: Access the DLC through your computer or mobile browser: Access Link: https://dlc.duhs.edu.pk/login/index.php



Step 2: Log in to Your LMS Account

Username: Your Student ID without space / (for example 12023599), to be received from the **Coordination Cell-DMC**

Dow Digital Learning Cer X θ ← → C Secure https://dlc.duhs.edu.pk/login/index DOW UNIVERSITY DOW UNIVERSITY of HEALTH SCIENCES Username Password Forgotten your username or password?

Password: Dmc@123 (valid for the first time access only)

Step 3: Change Password

The provided password is valid for the first time access only, and after logging in, you are required to reset password – see the below screenshot. The new password must be alphanumeric i.e. a combination of letters, numbers/symbol.

| Change password × | Θ - |
|--|------------------------------|
| C B Secure https://dlc.duhs.edu.pk/login/change_password.php | |
| You must change your password to proceed. | |
| Change password | |
| Username | |
| 12023 | |
| | |
| The password must have at least 8 characters | |
| Current password | * R4 |
| | |
| New password | * R |
| | |
| Now paceword (again) | |
| New password (again) | * Re |
| | |
| ve changes | Activate Windows |
| | Go to Settinos to activate W |

How to Reset Forgotten Password:

1. Open the login window and click on 'Forgotten your username or password' link,

| D DUHS | | |
|-------------------|--------------------|--|
| Username | | |
| Password | | |
| orgotten your use | rname or password? | |

 Now search either through your official email address by DUHS (of Microsoft 365 - example: <u>faizan.khan23@dmc.duhs.edu.pk</u>) or by username (student ID) address box for resetting the password.

| Username | | |
|---------------|-------------|--|
| Search by ema | ail address | |
| Email address | | |
| Search | | |
| | | |
| | | |

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

3. Check your inbox soon after submission of request, where you will receive a link through email to reset the password. Click on the link and follow the provided instructions for new password.

| ~ | | 1 | l of 43 | < | > | |
|---|---|----------------------|---------|----|---|--|
| | Dow Digital Learning Centre: Password reset request Index & | | | ⇔ | | |
| D | Admin User (via DLC) <dlo@duhs.edu.pk> to me ~</dlo@duhs.edu.pk> | Fri, Jan 12, 11:01PM | ☆ | ¢ | : | |
| | A password reset was requested for your accour neen@duhs.edu.pk' at Dow Digital Learning Centre. | | | | | |
| | To confirm this request, and set a new password for your account, please go to the following web address: https://dic.duhs.edu.pk/login/forgot_password.php?token=CGrzDOYovgOgNEzJEQjCtZdzgLovu1dE | | | | | |
| | (This link is valid for 30 minutes from the time this reset was first requested.) | | | | | |
| | If this password reset was not requested by you, no action is needed. | | | | | |
| | If you need help, please contact the site administrator, Admin User <u>dlc@duhs.edu.pk</u> | | | | | |
| | (Reply r Forward | Activate W | /indov | NS | | |

In case of any problem in accessing your account or resetting the password or using LMS, please contact at <u>dmc.coordinationcell@duhs.edu.pk</u>.