

## **FIRST TIME- MyDelta Portal Login - Step by Step!**

**This process is assuming that you are already a student at Delta and have signed up for classes in the past two semesters.**

**If not, you must first Apply to be a Student at Delta before you can sign up for any classes. You can sign up AFTER YOU HAVE BEEN ACCEPTED as a student.**

**Steps to Login to NEW MyDelta Student Portal: Hope this helps?**

**Be Ready with the Following Information to make it quicker and easier process:**

**First & Last Name:**

**Student ID#:**

**Student Email:**

**Date of Birth (8 digit):**

**Personnel Email:**

**Cell Phone Number:**

**Now you are ready to start!**

Step #1 – Open Up DELTA COLLEGE HOME PAGE through your Chrome, Safari, Google, etc.

Step #2 – Immediately go to **BOTTOM RIGHT CORNER** and find the **BLUE CIRCLE (CHAT BOX)** and **CLICK** on it to start the Chat.

Step #3 – A conversation box will open up! **WELCOME to Live Chat** will appear.

Step #4 – Start the Chat: Read down through the verbiage and find the **[--choose--]** Drop Box then release the click on **YES**.

Step #5 – Now enter all the information asked for below the **YES**.

1. First & Last Name
2. Student ID # - I can send it to you.
3. Student Email Address – I can send it to you.
4. Date of Birth (8 digit please) –
5. Personnel Email Address –
6. Cell Phone Number

Step #6 – Now find the **BLUE BOX** below, Click on It and **“Start the Chat”**

NOTE: During daytime hours, sometimes it takes a few minutes for a live person.

Step #7 – Either way night or day GO to **BOTTOM** and click on **“write a message”**.

Step #8 – Now type in a message that reads something like this.

Hello, my name is \_\_\_\_\_. I need help signing up for the new MyDelta Portal (OKTA). I have never used it before as I have signed up via the old MyDelta class system. Could you please help me with a Username & Password so I can register for my classes this Fall?

Step #9 – Now Click ON the **SEND ARROW** on the Lower Right.

Step #10 – It will respond with the information or ask you to reenter the information it already asked for, ie. - **Full Name / Student ID # / Birthday / Delta Email / Personnel Email / Cell Phone.** (Again, I can send you your Student ID and Delta Email. The rest should be easy.)

Step #11 – Please do what the system asks and type down the above information carefully:

Step #12 – Now push the **SEND BUTTON** to the right.

Step #13 – The system should respond with a **User Name** (Usually your Delta Email starting letters and number) and a **TEMPORARY Password.**

Step #14 – **Write It Down CAREFULLY!** It is complicated and Lower & Upper Case Sensative!!!!

Step #15 – Now if you want to be polite? Say thank you and move on to the next steps!

Step #16 – Now you can Login: Look for the **YELLOW BOX that says Student MyDelta Login via the MyDelta Dashboard (okta).** Click on it!

Step #17 – A Login Box should appear. **CAREFULLY** enter your new **USERNAME & PASSWORD.** If it doesn't work **CAREFULLY TRY AGAIN!** Then Click on Login.

Step #18 – If you Login successfully? The system will **IMMEDIATELY** as you to enter your **TEMPORARY PASSWORD** and then type in a **New Password TWICE!** Please **DO THIS NOW** or you have to start all over again!!!!

Please! Please! **Write the YOUR NEW PASSWORD Down** and have your computer memorize it! It needs at least on UPPER CASE letter and ONE SYMBOL (i.e. #, \$, \*, etc.) and at least ONE NUMBER.

Step #19 – Now **CLICK ON** – Change Password.

Step #20 – A new box will appear asking for **Security Verification Information.**

Now need to do all of this right now. Just **GO DOWN** to the **Select Picture** part and Click on a **PICTURE YOU CAN REMEMBER!!** Again! Please right this down!!!

Step #21 – Noe Go to the Bottom and **CLICK ON** – **Create My Account**

Step #22 – If all has gone well **YOU ARE IN THE SYSTEM.**

Step #23 – Find the **MANAGE CLASSES BOX**, click on it and register for the class(s)

Step #24 – If you cannot remember how to do this I can send you **ANOTHER Step by Step** of how to register to help you along.

**FINALLY** – If you just **CANNOT FIGURE THIS OUT** – contact me and I will help you out!!

Sincerely, Art Holton – Lodi & Stockton Bands Director