Instructions for Dartmouth Login

The steps below are intended for alumni, faculty, staff, and students who have not claimed or do not know their Dartmouth login credentials. We apologize in advance for any inconvenience this claiming process may cause. It is designed to be as user-friendly and straightforward as possible, but additional IT support staff has been put on to assist those who still have problems logging in.

- Know your NetID: When you log in you will be prompted for your NetID. If you can't remember what it is, you can find it at http://login.dartmouth.edu. Click the "Lookup your NetID" link on that page. In the window that appears, type your first and last name.
 Do not press Enter. If more than one account is displayed, click on the line with your complete name. Your NetID will appear.
- 2. Set a Secure Password on Your Account: You need to set a secure password on your account (claim your account) before accessing the system. In order to do that, you will need to know your NetID (see above), then go to http://claim.dartmouth.edu. If you are unsure if you've already set a secure password, you can verify this at the claim.dartmouth.edu web site. Enter your NetID, last name and birthdate then click Submit. If you've already claimed your account, a message will appear at the top of the screen letting you know. If you have not already claimed your account, you will be prompted to set a password and security questions for your account. Once you set a secure password, this is the password that you will use to log into your Dartmouth e-mail account, and any other Dartmouth system.
- 3. Forgot Your Password? If you cannot remember your password, go to https://dartdm.dartmouth.edu/dartDM/dartDM and click the "Forgot your password?" link. Enter your NetID and answers to your security questions. You will then be prompted to create a new password. Again, you need to have set a secure password on your account before you can reset your password using the web site. It is important to note that passwords ARE case sensitive. A password of "DCOL!234" is NOT the same as the password "DCol!234". If you are sure of your password, check to make sure your caps lock key is not on.
- 4. **Still Can't Get in?** If you have set a secure password on your account and cannot remember the answers to your security questions, please e-mail help@dartmouth.edu or call 603-646-2999 (faculty, staff, students) or 603-646-3202 (alumni). The help desk staff will be able to reset your account so that you can set up new security questions.