



**DACC Faculty & Staff**  
**Need Help? Experiencing Technical Difficulties?**  
**This is the SPOT for you!**

| Problem   | Weblink/Procedure  | Office at DACC              | Phone Number or Email  |
|---|--|-----------------------------|--|
| Log in Password Problems?<br><br>Forgot Your Log In or Password?                                  | Contact Matt Sawyer,<br>Administrative Data Systems Dept.  | Vermilion Hall              | 443-8881 or<br><a href="mailto:msawyer@dacc.edu">msawyer@dacc.edu</a>  |
| Questions About Student Information and Enrollment<br><br>Ex: Someone is missing from your roster | Call the Admissions/Registration Office  | Vermilion Hall              | 217-443-8758   |
| Class Rosters and/or Grading Questions and Changes  | Call the Records Office  | Vermilion Hall              | 217-443-8800   |
| Blackboard Questions  | <a href="http://www.dacc.edu/online/blackboard/Bb_StudentFAQ.pdf">http://www.dacc.edu/online/blackboard/Bb_StudentFAQ.pdf</a>  | Maggie Hoover               | 217-443-8855<br><a href="mailto:mhoover@dacc.edu">mhoover@dacc.edu</a> |
| Online Classes  | Link to Online Classes:<br><a href="http://www.dacc.edu/online/">http://www.dacc.edu/online/</a>   | Maggie Hoover               | 217-443-8855<br><a href="mailto:mhoover@dacc.edu">mhoover@dacc.edu</a> |
| How to Funnel One Email Account Into Another  | For Student Email Accounts, while in Google mail: <ul style="list-style-type: none"> <li>• Click "Settings" in the upper right,</li> <li>• Select the "Forwarding and POP/IMAP" section.</li> <li>• At this point, you can tell it to forward a copy of incoming mail to some other address. There is also an option to either keep the message or delete it after it has been forwarded.</li> </ul> | Computer & Network Services | <a href="mailto:cns@dacc.edu">cns@dacc.edu</a>                         |
| Getting Rid of Spyware  | <a href="http://www.dacc.edu/online/">http://www.dacc.edu/online/</a>  |                             |  |