All students receive a DVC student email account through the Insite Portal upon registration. The Insite Portal is a one-stop-shop designed so students can go to ONE place with ONE log in to do all of their college business including: all WebAdvisor functions, student email, important Financial Aid updates, calendar, class schedule, and many more! Virtually all of the DVC information you need is now is one place!

Financial Aid students are required to check their DVC email on a regular basis in order to keep in touch with the Financial Aid Office and receive notifications, file status updates, announcements, and reminders. Approximately 2-3 weeks after you submit the FAFSA, DVC’s Financial Aid Office will send a follow up email to your Insite Portal student email account with further instructions and a list of requirements that you have to complete in order to continue with the application process.

TO LOG IN TO YOUR INSITE PORTAL ACCOUNT AND ACCESS YOUR EMAIL, FOLLOW THE PROMPTS BELOW:

1. Go to the DVC website at [www.dvc.edu](http://www.dvc.edu)
2. Click the “WebAdvisor” link on the top of the page
3. Click the “Insite/WebAdvisor” icon

**NOTE:** Your username and password is the same as your WebAdvisor

4. Once you’re logged in, click the “Check my InSite Mail” icon on the top left hand side of the page.
HOW TO FORWARD OR REDIRECT YOUR EMAILS

If it is more convenient for you to regularly check your own personal email address (through Gmail, Yahoo, Comcast, etc.), you have the option to forward a copy of all messages from your DVC student email account to your personal email account. For instructions on how to forward or redirect your messages, please follow the instructions below.

1. After signing onto your InSite Mail, click the “Email Forwarding” icon

![Email Forwarding Icon]

2. When prompted, enter the personal email address where you would like all of your DVC email to be forwarded.

![Email Forwarding Form]

Once this process is done, all your DVC emails and notifications will also be sent to your personal email address.