



21 June 2021

## Student Email Account Activation Procedures

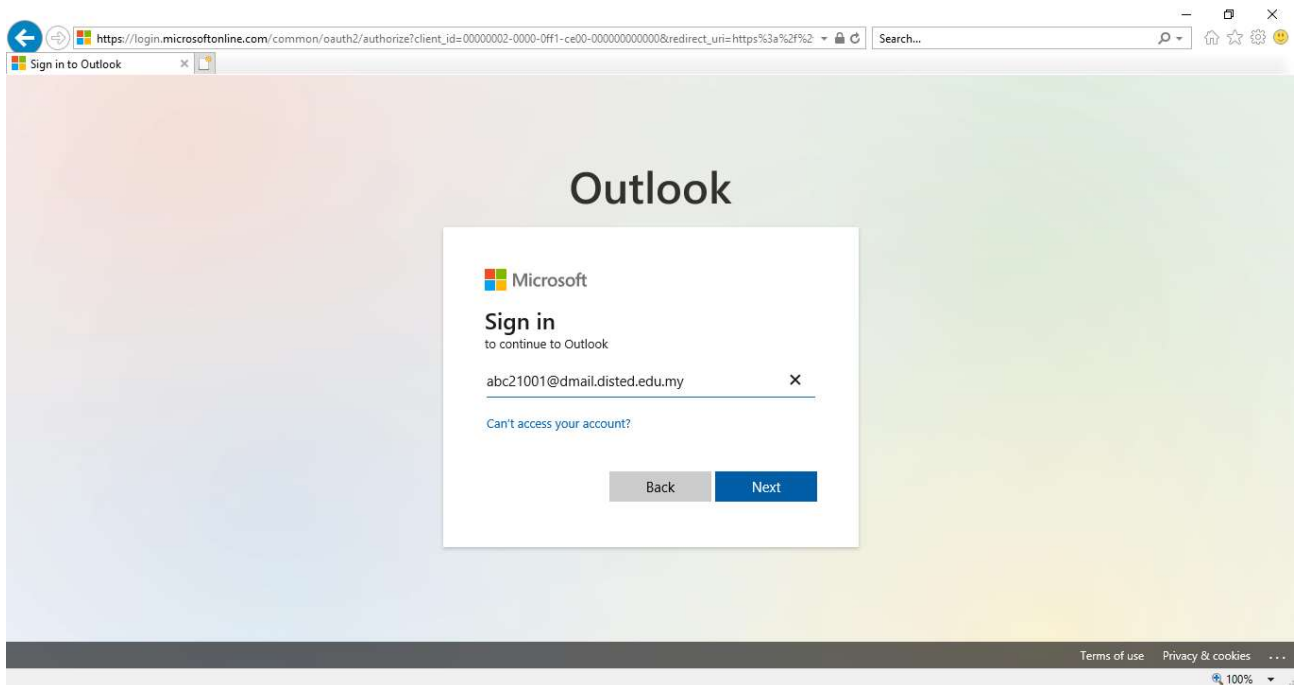
DISTED College has assigned official DISTED email accounts to individual students to ensure effective communication. This email account will be used for official communication with regard to college matters.

Please refer to the following steps to activate your student email account:-

1. Use web browser and go to <https://outlook.office.com>
2. Key in your Student ID to log into your email.

(STUDENTID)@dmail.disted.edu.my

*(Note: There is no space in between the letters and use small letters)*



### 3. Password

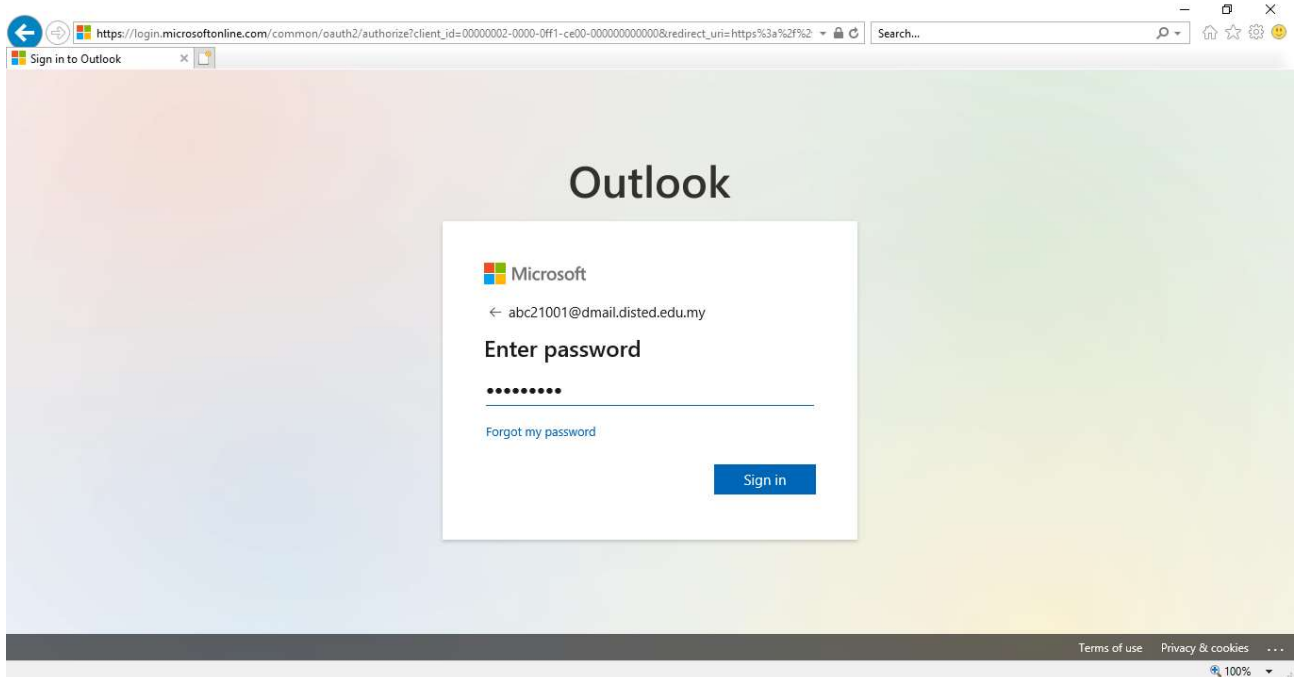
- a. The default password is your **IC#** (without "-") or **Passport#** (for international students), followed by "@d" (if you enrol to DISTED before 1<sup>st</sup> August 2020) or followed by "@Dc" (if you enrol to DISTED from 1<sup>st</sup> August 2020).

*For example:*

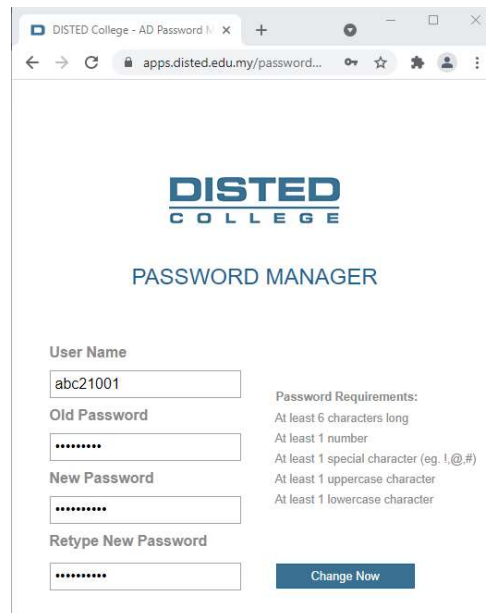
*Enrol to DISTED before 1<sup>st</sup> August 2020  
991234017890@d or a1234567@d  
(Note: Please key in new IC# without "-")*

*OR*

*Enrol to DISTED from 1<sup>st</sup> August 2020  
991234017890@Dc or a1234567@Dc  
(Note: Please key in new IC# without "-")*



- b. You can change the password at <https://apps.disted.edu.my/passwordmanager/> after you have activated the email account. Password change will take some time to take effect.



The screenshot shows a web browser window with the URL [apps.disted.edu.my/passwordmanager/](https://apps.disted.edu.my/passwordmanager/). The page features the DISTED COLLEGE logo at the top, followed by the heading "PASSWORD MANAGER". Below this, there are four input fields: "User Name" (containing "abc21001"), "Old Password", "New Password", and "Retype New Password". To the right of the password fields, there are "Password Requirements" listed: "At least 6 characters long", "At least 1 number", "At least 1 special character (eg. !,@,#)", "At least 1 uppercase character", and "At least 1 lowercase character". A blue "Change Now" button is located at the bottom right of the form.

Should you have any problems accessing your student email account, kindly contact:

E-mail: [usradm@dmal.disted.edu.my](mailto:usradm@dmal.disted.edu.my)

Tel: 04-2296579

Issued by:

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