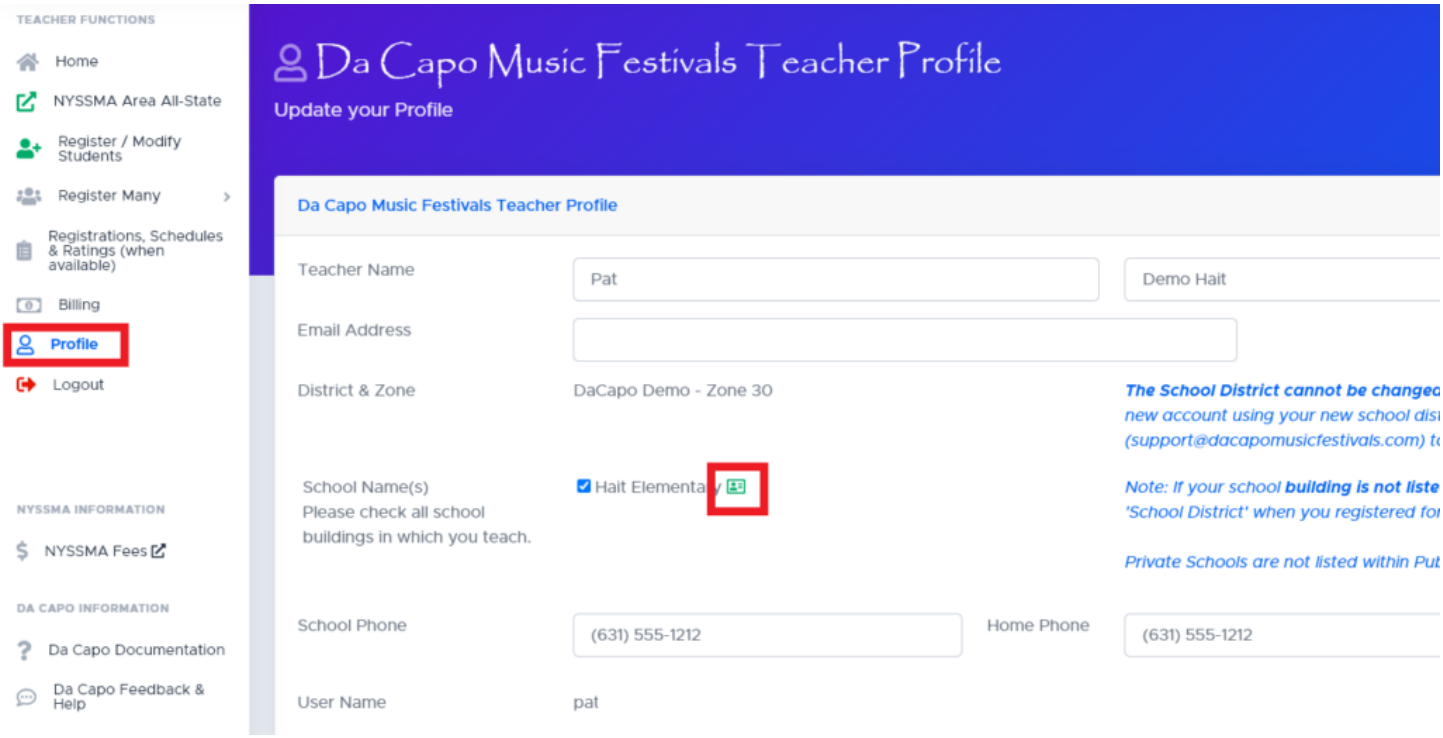
Modify your user profile

Initial Setup · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-teachers/modify-your-user-profile/

1. After you log in with your username and password that you created, click 

from the menu on the left.
2. Here, you may modify any information associated with your user account.
3. NOTE: Do not unselect a building if you have registered students from that building. It is okay to have extra buildings selected.
4. You may not change your username or school district. If you have moved to another school district, you may simply register for a new teacher account (instructions on page 3).
5. Click 

to update your profile.
6. You can also view your School Building Address on your profile page. This is helpful in some zones where festival chairs use postal mail to send adjudication sheets.
    - Only 'Directors of Music' can update these addresses.



2 Factor Authentication (2FA)

- Da Capo Music Festivals allows users to use 2 Factor Authentication to better protect the student information in their account.
- 2FA can be set up via Email. If this method is selected, a code will be sent to the email address on record each time a user attempts to log in. This code will be valid for 15 minutes. It normally takes between 4 and 8 seconds to receive the code.
- 2FA can also be set up via an Authenticator App such as Authy, Google Authenticator, etc. You will need to have your mobile device with you in order to log in to Da Capo Music Festivals (NYSSMA Registration). You are able to print and save emergency backup codes to keep with you if you will be away from your mobile device.