DVC

How Do I Reset My InSite Password?

1. On a computer, head to https://www.4cd.edu/insite/. If you are using the InSite app, proceed to the login screen.

2. Type in your username, and click "Forgot Password".

3. Check "Reset Forgotten Password" and hit "Continue".

4. Once in the "One-Time Passcode" page, you will be sent a text message to your phone. The last 4 digits of your phone number are displayed, so check to see it is correct. Make sure you have cell service, and check for a text message with a 4 digit code. This is a single-use code to reset your password. Enter the code and press "Continue" and you will be prompted to enter a new password.

   *If issues occur call the District IT Helpdesk—925-229-6888 to reset your password.