


# Rotary – DaC – How To.....

## How to Log In

- Go to: <http://www.dacdb.com/>



- Click  on the left side of the horizontal menu bar
- Complete the [Sign In](#) screen that will appear...shown below...

## Sign In

User Name:

Password:

Club Number:  **NOW Required** for greater than Member LVL-4 access.

Remember Me:  **DO NOT check this on public systems (e.g., libraries, internet cafes)**

User Name = Your email address on file with Rotary and in DaC  
Password = Your Rotary ID #  
Club Number = If not known, see your District Directory or ask your Club Secretary

You can then edit and update you DaC record and change your User Name and Password to something easier to remember.

After making any changes in DaC always click **[Update]** on the upper right.

If you have any problems contact your District DCO.