



Da Capo Music Festivals

Link Director, Festival Chair, and Teacher Accounts

This function allows Directors and Festival Chairpeople, who most likely have multiple accounts on this system, to connect their accounts. In the future, you need to remember only one username and password, and you will have secure access to both (or all three) of your accounts!

Procedure:

It is important that you **follow these instructions precisely**, otherwise, you may receive an error message.

1. **If you have a Teacher Account**, log in to your Teacher Account and click Profile

 [Profile](#)

2. Scroll down until you find the following text in your Teacher Profile:

Are you also a Director of Music or Festival Chairperson?	If so, write down this information and log in to your Director of Festival Chairperson account to LINK your accounts. You will only have to remember One Username and Password!
	Teacher DaCapo ID Number: 68
	Teacher DaCapo Access Code: sf325c3

Figure 1

3. Write down the Teacher DaCapo ID Number and Teacher DaCapo Access Code Here:

Teacher DaCapo ID Number: _____
Teacher DaCapo Access Code: _____

4. Log Out of your Teacher Account.

To Link Your Administrative Account:

5. Log in to either your Director of Music Account OR your Festival Chairperson Account.
6. Click 'Chairperson Profile'  [Chairperson Profile](#) or 'Profile'  [Profile](#) depending on the account type you logged in as.
7. Find the section at the top of your user profile that looks like this:

[Link your Teacher Account Here:](#)

Teacher DaCapo ID
Number

Teacher DaCapo
Access Code

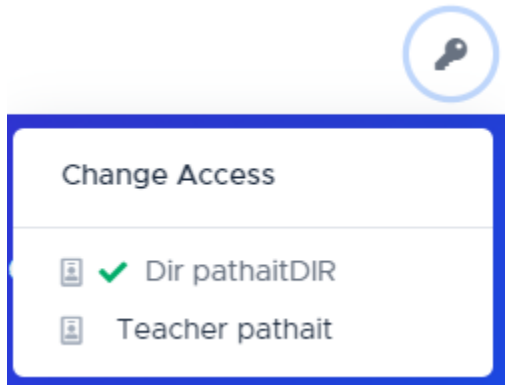
[Link Teacher Account](#)



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8. Type in the Teacher DaCapo ID Number and Teacher DaCapo Access Code that you wrote down from Step 3. Click 'Link Teacher Account'.
9. You will now see a message showing the username that your account has been linked to. You will also see a new icon at the top of your page.



10. When you click the 'Key' icon, you will be able to switch between your linked accounts with ease.

You may repeat this process if you would like to link your other administrative account (ie. your Director of Music and/or Festival Chairperson)