

ILLINOIS VALLEY COMMUNITY COLLEGE

Student Technology Checklist

Complete this checklist to set up your IVCC student technology accounts.

1. Find your K#

Your K# is used as your user name for most IVCC programs. Find your K# on your acceptance letter, on your student ID card, in your application portal, or with IVCC Self-Service at www.ivcc.edu/selfservice (select Forgot Your User Name (K#) and follow the prompts using an email address on your student record).

2. Find your Student ID#

Your Student ID# is a 7-digit number used in most IVCC initial passwords. Find your ID# on your acceptance letter, on your student ID card (purple), on your class schedule, in your application portal, or under User Profile in IVCC Self-Service at www.ivcc.edu/selfservice (See #3 below on how to log in to IVCC Self-Service).

3. Log in to IVCC Self-Service

IVCC Self-Service is used to plan your schedule, register for classes, print a class schedule, pay tuition, view final grades, print an unofficial transcript, etc. This login is unique to IVCC Self-Service and is not used with your other IVCC accounts.

To log in:

- New students who applied after March 8, 2024:
 - Go to www.ivcc.edu/selfservice
 - Select Sign In in upper right
 - User name: K# using uppercase letters
 - Password: Eaglesxxxxxxx! (Xs represent your student ID# followed by an exclamation point)
 - Create new password following the prompts
- Current/Returning students can use their WebAdvisor login. If you do not remember your WebAdvisor or IVCC Self-Service login, then reset by using IVCC Self-Service:
 - Go to www.ivcc.edu/selfservice
 - Select Sign In in upper right
 - Click Forgot Your Password
 - Enter your K# using uppercase letters, either your Eagle Mail or a personal address on your student record, and Submit
 - Create new password from the emailed link following the prompts

4. Log in to an IVCC Computer

For new students, this account will be created within 24 hours after registering for credit courses. Your IVCC computer password will become your password for steps 5, 6, 8, 9, and 10. If you are not on campus, you may set up your password in step 5.

To log in to a computer on campus:

- Enter your K# (or K#@ivcc.edu) as your user name
- Your default password is **Eaglesxxxxxxx!** (Xs represent your student ID# followed by an exclamation point)

5. Log in to Eagle Mail

Eagle Mail is used for official IVCC communication. For new students, this account will be created within 24 hours after registering for credit courses.

- Access Eagle Mail at www.ivcc.edu/studentemail
- Your email address is: your K#@ivcc.edu
- Your password is:
 - If you have logged in to an IVCC campus computer, then use this password.
 - If you have not logged in to an IVCC campus computer, your default password is **Eaglesxxxxxxx!** (where the Xs represent your student ID# followed by an exclamation point).
- Click "Next" for More Information Required and enter your phone number or choose another contact option.
- Once in your inbox, reset your password by:
 - Click your initial in the upper right corner and choose View Account.
 - Select Change Password under Password.
 - Create a password meeting the following requirements: 14+ in length containing at least 3 of uppercase, lowercase, number, or special character.

Note: IVCC Computer and Eagle Mail/Brightspace passwords are the same and sync up after resetting within 2 to 5 minutes. Passwords must be reset every 90 days and cannot be recycled.

For instructions on setting up email forwarding and the Eagle Mail mobile app, go to www.ivcc.edu/email.

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6. Log in to Brightspace

Brightspace is IVCC's learning management system. Use Brightspace for class announcements, textbook information, assignments, course feedback surveys, and grades.

- Go to www.ivcc.edu/brightspace
- Sign in using your Eagle Mail login from step 5

You will see your courses under 'My Courses' on the first day of class. You can also use the Brightspace Pulse mobile app.

7. Get your Student ID Card

If you're on campus, visit Admissions & Records in CTC-101 and get your IVCC Student ID Card. Bring a valid photo ID, a current class schedule, and be prepared to have your picture taken.

8. Access Jacobs Library Resources

The library website provides access to books, articles, and research online. Some of the library's online resources require a login.

- Go to www.ivcc.edu/library, click SOAR.
- Click Sign in and select IVCC Login.
- Sign in using your Eagle Mail login from step 5.
- View your checkouts by clicking your name on the top right-hand corner, and select My Loans

9. Create a YOU@IVCC Account

YOU@IVCC is a wellbeing portal where you can discover hundreds of personalized tips and resources to tackle your academics, personal and physical health, and social life. Your use of the portal is completely anonymous.

- Go to www.ivcc.edu/you
- Click Log In at the top right.
- Select Continue With My ID, then sign in with your Eagle Mail login from step 5

Visit the
Student Help Desk online
at www.ivcc.edu/shd or
scan this code



10. Log in to eCampus Online Bookstore

Students must check eCampus for course materials. IVCC has partnered with eCampus to provide course materials and support to students and faculty. Benefits of eCampus include reduced costs for required course materials, a streamlined ordering process, guaranteed buyback amounts listed on select materials with year-round buyback options, ship to store or ship to home, and a Price Match Guarantee Program.

- Go to <https://ivcc.ecampus.com>
- Select Shop by Schedule
- Select Sign In Via Your School Account
- Sign in using your Eagle Mail login from step 5

11. Use Microsoft 365 Apps

Access Microsoft 365 online apps (Word, Excel, PowerPoint, etc.). Log in to your Eagle Mail account, click on the app launcher in the upper left corner (9 squares), then select your desired online app.

To download and install Microsoft 365 Apps to your own device, click the app launcher, select Microsoft 365 →, and select Install Office. For more information, visit

www.ivcc.edu/studenthelpdesk/MOfficeApps.php.

CSP-0002 Orientation to Distance Learning

Students taking their first online course at IVCC are required to take CSP-0002-Orientation to Distance Learning. The online orientation begins before the semester and covers IVCC information, Brightspace, and other technologies used in online courses. The orientation will take approximately 1-2 hours.

Watch your Eagle Mail for information or visit www.ivcc.edu/onlinelearning/onlineorientation.php.

Need Help? Just "ASC"!

IVCC's Academic Support Center (ASC) promotes student success by providing services for tutoring, writing, research, technology, and equitable learning support for all students. For more information, visit www.ivcc.edu/asc.