

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Student Technology Checklist

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

### After being accepted to IVCC:

#### 1. Find your K#

Your K# is used as your username for most of your student accounts. Find your K# in/on:

- The application portal after being accepted, <https://admissions.ivcc.edu/apply/>
  - Log in
  - Click on application and select Open Application
  - Click View Update
- Your acceptance letter sent to your personal email address and via US mail
- Your student ID card
- Use Forgot Username at [www.ivcc.edu/selfservice](http://www.ivcc.edu/selfservice)

#### 2. Find your Student ID#

Your Student ID# is a 7-digit number used in your initial password in your student accounts. Find your ID# in/on:

- Refer to first 3 bullets above under **Find your K#**
- Your class schedule
- Your billing statement (reg statement)

#### 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.

To log in:

- New students:
  - Go to [www.ivcc.edu/selfservice](http://www.ivcc.edu/selfservice)
  - Select Sign-In in upper right
  - Username: your K#@ivcc.edu
  - Password: Eaglesxxxxxxx! (Xs represent your student ID# followed by an exclamation point)
  - Click "Next" for More Information Required and enter your mobile phone number or choose another contact option. Using your phone number is recommended since it will make it easier to access other services (e.g., student email) in the future.
  - This password is good for 90 days. If prompted to reset, see new password requirements in #4.
- Current students: Use your current Eagle login

### After registering for courses:

#### 4. Log in to Eagle Mail

Eagle Mail is your IVCC student email and 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](http://www.ivcc.edu/studentemail)
- Sign in using your Eagle login from #3.
- If you have not logged in to Self-Service, follow the steps in #3 to log in to your Eagle Mail.
- Once in your inbox, set up your multifactor authentication (MFA):
  - Click your initial in the upper right corner and choose View Account.
  - Select Update Info under Security Info
  - Verify Your Identity using mobile phone number set up in #3.
  - Select Add Sign-In Method, choose phone and/or Microsoft Authenticator app.
- Reset your password:
  - Click your initial in the upper right corner and choose View Account.
  - Select Change Password under Password.
  - New password requirements: 14+ in length containing at least 3 of the following: uppercase, lowercase, number, or special character.

**Note:** Passwords must be reset every 90 days and cannot be recycled.

To learn more about your email, MFA, the Outlook mobile app, and more, go to [www.ivcc.edu/email](http://www.ivcc.edu/email).

#### 5. 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](http://www.ivcc.edu/brightspace)
- Sign in using your current Eagle login

You will see your courses under My Courses on the first day of class. You can also use the Brightspace Pulse mobile app (the app has limited functionality—does not take the place of a laptop).

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### 6. Log in to an IVCC Computer

To use a campus computer, log in using your current Eagle login. If you have not logged in to Self-Service nor Eagle Mail, then follow the steps in #3.

**Note:** If you just reset your password while logging in to an IVCC computer, allow 1-3 minutes for your new password to sync up as your new Eagle Mail/Brightspace password (and vice versa).

### 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](http://www.ivcc.edu/library) and click SOAR
- Click Sign In and select IVCC Login
- Sign in using your current Eagle login
- 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](http://www.ivcc.edu/you)
- Click Log In at the top right
- Sign in with your current Eagle login

Visit the  
Student Help Desk online  
at [www.ivcc.edu/shd](http://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 current Eagle login

### 11. Use Microsoft 365 Apps

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

To download and install Microsoft 365 Desktop Apps on your own device: Click the app launcher, select Microsoft 365, and select Install and more.

For more information, visit

[www.ivcc.edu/studenthelpdesk/MsOfficeApps.php](http://www.ivcc.edu/studenthelpdesk/MsOfficeApps.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](http://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](http://www.ivcc.edu/asc).