

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Student Technology

01/06/2019

### 1. FIND YOUR K-NUMBER

Your K-number is often used as your username. Find your K-number on your student ID card or by visiting "What's my User ID?" in WebAdvisor.

>> **Look on your ID card or go to [webadvisor.ivcc.edu](http://webadvisor.ivcc.edu)**

### 2. FIND YOUR 7-DIGIT STUDENT ID NUMBER

Your 7-digit student ID number is on your student ID card and your printed class schedule. On your student ID card, your student ID number will be the purple 7 digits within the 14-digit number.

>> **Go to [www.ivcc.edu/studentid](http://www.ivcc.edu/studentid) for more information**

### 3. LOG IN TO WEBADVISOR

Register for classes, print a schedule, view final grades, pay tuition, request transcripts, and more. WebAdvisor can be accessed through the Ellucian Go app found in app stores.

>> **Go to [webadvisor.ivcc.edu](http://webadvisor.ivcc.edu), click on LOG IN, enter your K-NUMBER (ALL CAPS), and enter your password**

**\*\*LOGGING IN FOR THE FIRST TIME**, click on SET UP YOUR ACCOUNT and follow the prompts. Be sure to set up a new password with 6-9 characters, containing letters and numbers.

### 4. LOG IN TO YOUR IVCC STUDENT EMAIL ACCOUNT

Your email address is your K-number@office365.ivcc.edu. IVCC student email can be accessed on your smartphone mail app or through a browser.

>> **Go to [www.ivcc.edu/studentemail](http://www.ivcc.edu/studentemail), enter your IVCC email address, click next, and enter your password**

**\*\*LOGGING IN FOR THE FIRST TIME**, enter Eagles plus your 7-digit student ID number, such as Eagles1234567 as your password. Be sure to set up a new password with 8-16 characters, containing 3 of the following: capital, lowercase, number, special character.

### 5. SET UP YOUR SELF-SERVICE STUDENT EMAIL PASSWORD RESET

A self-service password reset allows you to reset your own IVCC student email password. Choose 2 of 3 options: phone, personal email, or security questions. If you do not set up a self-service password reset, you will need to call the Student Help Desk, 815-224-0318 for a password reset.

>>**Go to [www.ivcc.edu/studentemailpassword](http://www.ivcc.edu/studentemailpassword), enter your IVCC email address and password and follow the instructions.**

### 6. LOG IN TO BLACKBOARD

Blackboard is IVCC's online learning management system. Instructors may use Blackboard for grades, assignments, discussions, and instructor contact information. Blackboard can be accessed through the Blackboard app found in app stores.

>> **Go to [ivcc.blackboard.com](http://ivcc.blackboard.com) and enter your K-number and password**

**\*\*LOGGING IN FOR THE FIRST TIME**, enter your 7-digit student ID number as your password. You will not be forced to change your Blackboard password but if you wish to change it, click on Personal Information then Change Password in the Tools menu.

### 7. CREATE A YOU@IVCC ACCOUNT

Need help navigating the ups and downs of college life? Create a confidential profile to discover hundreds of personalized tips and resources to tackle your academics, career path, stress, and social life.

>> **Go to [you.ivcc.edu](http://you.ivcc.edu) to create your account**

### 8. ACCESS THE LIBRARY WEBSITE

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

>> **Go to [www.ivcc.edu/library](http://www.ivcc.edu/library) for more information**

### 9. LOG ON TO AN IVCC COMPUTER ON CAMPUS

Logging on to an IVCC computer on campus gives you access to the Internet, software, and printers on campus.

>> **On an IVCC computer, enter your K-number and, when logging in for the first time, your password is your 7-digit student ID number**

**\*\*LOGGING IN FOR THE FIRST TIME**, you will be required to create a new password at least 6 characters in length.

### REMINDER!

GET an IVCC ID CARD! Visit CTC-101 with a valid ID and a current class schedule.

### NEED A COMPUTER?

IVCC provides access to computers in the Learning Commons (D-201), the Library (A-201), the Student Life Space (E-201), and the Cyber Café (C Building) on the Oglesby campus and in the computer lab at the Ottawa Center.



[www.ivcc.edu/myivcc](http://www.ivcc.edu/myivcc)



815-224-0318



[shd@ivcc.edu](mailto:shd@ivcc.edu)



D-201

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## Learning Resources

### Assessment Center

E-215, 815-224-0542  
 assessmentcenter@ivcc.edu  
 www.ivcc.edu/assessment  
 Appointments: registerblast.com/ivcc

### Disability Services

C-211, 815-224-0284  
 tina\_hardy@ivcc.edu  
 www.ivcc.edu/disability  
 www.facebook.com/GetandGivesupport

### Jacobs Library

A-201, 815-224-0306  
 jacobs\_library@ivcc.edu  
 www.ivcc.edu/library  
 Insta @ivccjacobslibrary

### Peer Tutoring

D-201, Learning Commons  
 815-224-0479  
 angie\_dunlap@ivcc.edu  
 www.ivcc.edu/tutoring  
 www.facebook.com/IVCCPeerTutoring

### Student Help Desk

D-201, Learning Commons  
 815-224-0318  
 shd@ivcc.edu  
 www.ivcc.edu/myIVCC

### Writing Center

D-201, Learning Commons  
 815-224-0637  
 nora\_villarreal@ivcc.edu  
 www.ivcc.edu/writingcenter  
 www.facebook.com/ivwritingcenter  
 Twitter, Insta, Snap @ivwritingcenter

## Need help navigating the ups and downs of college life?

Let **YOU** Help You  
**you.ivcc.edu**



Create a confidential profile to discover hundreds of personalized tips and resources to tackle your academics, career path, stress, and social life.

Explore. Connect. Repeat. | **you.ivcc.edu**



Explore, score, win money and prizes, meet people, raise grades, and have Better Involvement in the Game (BIG).

To get started:

1. Log in to IVCC email, <http://www.ivcc.edu/studentemail>
2. Send email to [shd@ivcc.edu](mailto:shd@ivcc.edu) with subject line Score BIG
3. In the message, include your name, K-number, and indicate if you are playing as an individual or as part of a class (ask your teachers for more information).

Visit [www.ivcc.edu/ScoreBig](http://www.ivcc.edu/ScoreBig) for more information  
 For help, contact the Student Help Desk 815-224-0318