

ILLINOIS VALLEY COMMUNITY COLLEGE
Center for Excellence in Teaching, Learning, and Assessment (CETLA)

Employee Technology Accounts

Microsoft Employee Technology Accounts and Systems				
<ol style="list-style-type: none"> All employees have a Microsoft account. Campus computers, wifi, and Office.com use your Microsoft account. Your Microsoft username is firstname_lastname (John_Smith). Obtain your default Microsoft password from your supervisor. Changing your Microsoft password in one system changes the password in all systems using your Microsoft password. Your Microsoft account requires two-step authentication. When logging in to your account the first time, you setup authentication. You must verify your identity with a text or a phone call each time you access Office.com. Your IVCC email address is firstname_lastname@ivcc.edu (John_Smith@ivcc.edu) Your IVCC Zoom account username is your IVCC email address. Your IVCC Zoom account uses your Microsoft password when logging in through the IVCC Zoom portal, http://ivcc-edu.zoom.us. 				
Account and System	Username	Default Password	Change Password	Reset Password
Campus Computers, Wifi	First_LastName	Obtain from supervisor	<i>On Campus:</i> Control+Alt+Delete> Change a password <i>On the Web:</i> 1. Office.com 2. Profile (Upper Right) 3. View Account 4. Change Password	IT Help Desk 815-224-0555 or use Forgot my password on Office.com
Office.com <ul style="list-style-type: none"> Office365 Applications OneDrive Outlook Webmail 	Email Address	Your Microsoft password; same as campus computers		
Zoom http://ivcc-edu.zoom.us	Email Address			
Blackboard http://ivcc.blackboard.com	K-Number	7-Digit Employee ID Number	1. Tools 2. Personal Information 3. Change Password	Use Forgot Your Password on the login page
WebAdvisor (for Faculty) http://webadvisor.ivcc.edu <ul style="list-style-type: none"> Class rosters Attendance reporting Final grades 	K-NUMBER (All capital letters.)	Use the SETUP YOUR ACCOUNT link on the login page.	First login, you will be required to change password. New password must be 6-16 characters, letters and numbers, case sensitive, no special characters.	Use the WHAT'S MY PASSWORD? link on the login page
Colleague Self-Service https://ssprod.ivcc.edu/student <ul style="list-style-type: none"> Employee Information Pay and Benefits 	Your Colleague Self-Service username and password are the same as WebAdvisor. Use your WebAdvisor account to access Self-Service.		Profile>Change Password. Changing your password in Self-Service changes it in WebAdvisor.	
Faculty Web Pages http://www.ivcc.edu/cms	Last Name	Provided upon completion of required training.	1. Profile (Upper Right) 2. Settings 3. Password 4. Save	Use Reset Password on the login page
Voice Mail Call your campus phone number	ID: 3-Digit Extension PIN: Password	12345	1. Press * during greeting 2. Follow prompts	IT Help Desk 815-224-0555



www.ivcc.edu/cetla



815-224-0515
815-224-0520



dawn_lockwood@ivcc.edu
mary_smith@ivcc.edu



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