

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 often used as your username. Find your K# on your admissions letter, student ID card, or by visiting WebAdvisor at www.ivcc.edu/webadvisor. Select WHAT'S MY USER ID (K-NUMBER)?

2. Find your Student ID#

Your Student ID# is used for passwords and is found on your admissions letter, on your student ID card in purple, and on your class schedule. To see your class schedule, go to www.ivcc.edu/webadvisor:

- Select Students then My Class Schedule under Registration.
- Enter your last name, last 4 of your SSN, and the term. Click SUBMIT.
- Your Student ID# is found next to your name.

3. Log in to an IVCC Computer

If you are not on campus go to step 4.

Log in to a computer on campus

- Enter your K# as your username.
- If you have logged in to your Eagle Mail in step 4, use that password. Otherwise, use Eaglesxxxxxxx! (Xs represent your student ID# followed by an exclamation point).

4. Log in to Eagle Mail

Eagle Mail is your IVCC student email and is used for official IVCC communication.

Access Eagle Mail at www.ivcc.edu/studentemail

- Your email address is K#@ivcc.edu
- Your password is:
 - If you have logged in to an IVCC computer or used your new email address, then use this password.
 - If you have not logged in to an IVCC computer nor your email, your email password is **Eaglesxxxxxxx!** (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, special character.

Want your Eagle Mail on your cell phone? Install the Microsoft Outlook app. Choose Office 365 as the type of account when you log in to the app.

If you are missing email messages, be sure to check your Junk folder.

5. Log in to WebAdvisor

WebAdvisor is used to register for classes, print a schedule, pay tuition, view final grades, request transcripts, and more.

- When logging in for the first time, go to www.ivcc.edu/webadvisor, select WHAT'S MY PASSWORD? Click Reset my password and follow the prompts.
- Log back in with your K# as your User ID using all capital letters. Use the temporary password emailed to you. You will be prompted to enter that as your old password and set up a new password.

6. Update your Profile in WebAdvisor

While logged into WebAdvisor, select Students. Select Update/Verify My Profile. Update your personal information including marking your cell phone number as a cell in order to receive College text messages. When finished updating your information, check the verification box at the bottom of the page, click Submit, and log out.

Rev. 8/5/2022

ILLINOIS VALLEY COMMUNITY COLLEGE

Student Technology Checklist

7. Log in to Blackboard

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

Go to www.ivcc.edu/blackboard and enter your K# and password.

- Enter your K# as your username.
- Enter your Student ID# as your password. You can change your password by clicking on Personal Information then Change Password in the Tools menu.

You will see your courses under My Courses on the first day of the semester.

8. Access Jacobs Library Website

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, select IVCC Login
- Sign in using your Eagle Mail address and password.

9. 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 ID, a current class schedule, and be prepared to have your picture taken.

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



10. 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 and log in with your email address and password.

11. Get the Ellucian GO App

Use Ellucian GO to access your class schedule, departmental phone numbers, and campus maps along with links to WebAdvisor, Blackboard and Eagle Mail. Find Ellucian GO in Google Play and iOS app stores.

12. Use Microsoft 365 Apps

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

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

CSP-0002 Orientation to Distance Learning

Students taking their first online course with IVCC are required to take CSP-0002-Orientation to Distance Learning. The online orientation begins before the semester begins and covers IVCC information, Blackboard, and other technologies used for online courses. The orientation will take approximately 1-1.5 hours to complete. Watch your Eagle Mail for more information.

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/learningresources