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 and click on WHAT’S MY USER ID (K-NUMBER)?

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 for more information

3. LOG INTO AN IVCC COMPUTER ON CAMPUS
Logging into an IVCC computer on campus gives you access to the Internet, software, printers on campus, and wifi on campus. Your computer username and password are the same for wifi on your own device 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.

4. LOG INTO 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, 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.

5. UPDATE/VERIFY YOUR PROFILE IN WEBADVISOR
While logged into WebAdvisor:
1. Select Students
2. Select Update/Verify My Profile
3. Update your address, phone number and type, personal email address and emergency contact
4. Check the verification box at the bottom of the page.
5. Click Submit and logout.

6. LOG INTO YOUR IVCC STUDENT EMAIL ACCOUNT
Your email address is your K-number@office365.ivcc.edu. Your IVCC email account gives you access to Office365 applications online and available free for download. IVCC student email can be accessed on your smartphone mail app or through a browser. If you are missing email messages, be sure to check your Junk folder.

>> Go to www.ivcc.edu/studentemailpassword, enter your IVCC email address, click next, and enter your password
**LOGGING IN FOR THE FIRST TIME, enter 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.

7. SET UP YOUR STUDENT EMAIL SELF-SERVICE PASSWORD RESET
A self-service password reset allows you to reset your own IVCC student email password. Choose 2 or 3 options: phone, personal email, or security questions. If you do not setup up a self-service password reset, you will need to call the Student Help Desk, 815-224-0318 for password reset.

>> Go to www.ivcc.edu/studentemailpassword, enter your IVCC email address and password and follow the instructions.

8. LOG INTO 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 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.

9. 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 to create your account

10. 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 for more information

REMINDER!
GET an IVCC ID CARD! Visit CTC-101 with a valid ID and a current class schedule.
## Learning Resources Fast Facts

*From a fall 2018 IVCC report*

- 692 individual IVCC students visited the Library, the Peer Tutoring Center, or the Writing Center
- 3042 visits were made over the fall semester to the three academic support centers

### Students who get academic support from academic support centers:

- earn As, Bs, and Cs at a 10% greater rate than students who do not get support.
- return for the spring semester after the fall semester at a greater rate than students who do not get support.

### HOW CAN ACADEMIC SUPPORT HELP YOU?

FIND OUT. USE YOUR LEARNING RESOURCES.

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### 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

### Online Learning

E-208, 815-224-0462  
patrice_hess@ivcc.edu  
www.ivcc.edu/online

### 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  
www.ivcc.edu/writingcenter