

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Student Technology Checklist

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

### 1. Find your K-number

Your K-number is often used as your username. Find your K-number on your admissions letter, student ID card, or by visiting [www.ivcc.edu/webadvisor](http://www.ivcc.edu/webadvisor). Select WHAT'S MY USER ID (K-NUMBER)?

### 2. Find your 7-digit Student ID Number

Your 7-digit student ID is used for passwords and is found on your admissions letter, student ID card highlighted in purple, and on your class schedule. To see your class schedule, go to [www.ivcc.edu/webadvisor](http://www.ivcc.edu/webadvisor)

- Select Students and My Class Schedule under Registration.
- Fill in the prompts. Click SUBMIT.
- Your 7-digit number 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 to set up your IVCC network password.

- Enter your K-number as your username.
- Enter Eaglesxxxxxxx! (Xs are your 7-digit student ID number) as your password.
- Create a new password at least 14 characters in length, containing at least 3 of the following: capital, lowercase, number, special character.

**Keep your new password! You will need it to connect to the IVCCguest Wi-Fi on campus. You will be required to reset this password every 90 days.**

### 4. Log in to Eagle Mail

Eagle Mail is your IVCC student email that is used for official IVCC communication. Check Eagle Mail often for information about your courses, how to buy and access textbooks, tuition payments, and course feedback surveys.

Access your Eagle Mail at [www.ivcc.edu/studentemail](http://www.ivcc.edu/studentemail)

- Enter your email address  
K-number@office365.ivcc.edu
- Enter Eaglesxxxxxxx! (Xs are your 7-digit student ID number) as your initial password.
- Create a new password with 8-16 characters, containing at least 3 of the following: capital, lowercase, number, special character.
- Click "Next" for More Information Required.  
Enter additional contact information needed to reset your password in the future.

Your Eagle Mail password needs to be reset every 180 days.

Eagle Mail can be accessed on your smartphone's Outlook app or through a browser.

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](http://www.ivcc.edu/webadvisor), select WHAT'S MY PASSWORD?
- Click Reset my password and follow the prompts.

### 6. Update your Profile in WebAdvisor

- While logged into WebAdvisor select Students.
- Select Update/Verify My Profile.
- Update your address, phone number and type, personal email address and emergency contact.
- Check the verification box at the bottom of the page.
- Click Submit and log out.

Rev. 8/4/2021



# 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](http://www.ivcc.edu/blackboard) and enter your K-number and password.

- Enter your K-number as your username.
- Enter your 7-digit 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](http://www.ivcc.edu/library), click SOAR.
- Click Sign in, select IVCC Login and select Students.
- Sign in using your Eagle Mail address and password.

### 9. Get your Student ID Card

If you're on campus, visit Admissions and 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 Technology Checklist Online



### 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](http://www.ivcc.edu/you) click SIGN UP
- Select Student, use your Eagle Mail address, and create and reenter your 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 Office 365 Apps

Access Office 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 Office 365 Apps to your own device, click the app launcher, select Office 365 →, 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 course begins before the semester begins and covers IVCC information, Blackboard, and other technologies used for online courses. The orientation will take approximately two 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/learningresource](http://www.ivcc.edu/learningresource)

