

ILLINOIS VALLEY COMMUNITY COLLEGE

Student Technology Checklist

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

1. Find your K#

Find your K# on your 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 course registration statement, 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, select My Class Schedule under Registration, and enter your information.
- Your Student ID# is found next to your name.

3. Log in to an IVCC Computer

Your IVCC computer password will become your password for steps 4, 5, 6, 10 and 11. If you are not on campus, you may set up your password in step 4.

To log in to a computer on campus:

- Enter your K# (or K#@ivcc.edu) as your username.
- Your default password is **Eaglesxxxxxxx!** (Xs represent your student ID# followed by an exclamation point).

4. Log in to Eagle Mail

Eagle Mail is used for official IVCC communication. For new students, this account will be created within 24 hours after registering for credit courses.

- 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 campus computer, then use this password.
 - If you have not logged in to an IVCC campus computer, your default password is **Eaglesxxxxxxx!** (where the 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, or special character.

Note: IVCC Computer and Eagle Mail passwords are the same and sync after resetting within 3 to 5 minutes. Passwords must be reset every 90 days and cannot be recycled.

For instructions on setting up email forwarding and the Eagle Mail mobile app, go to www.ivcc.edu/email.

5. Log in to Brightspace

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

- Go to www.ivcc.edu/brightspace
- Sign in using your Eagle Mail login from step 4.

You will see your courses under 'My Courses' on the first day of class. You can also use the Brightspace Pulse mobile app.

6. Access Jacobs Library Resources

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 and select IVCC Login.
- Sign in using your Eagle Mail login from step 4.
- View your checkouts by clicking your name on the top right-hand corner, and select My Loans.

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

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8. 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 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 the temporary password as your old password to set up your new password.

9. Update your Profile in WebAdvisor

While logged in to 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.

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
- Click Log In at the top right.
- Select Continue With My ID, then sign in with your Eagle Mail login from step 4.

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



11. Log in to eCampus Online Bookstore

IVCC has partnered with eCampus to provide course materials and support to students and faculty. Benefits of eCampus include reduced costs for required course materials, a streamlined ordering process, guaranteed buyback amounts listed on select materials and year-round buyback options, ship to store or ship to home, and a Price Match Guarantee Program.

- Go to <https://ivcc.ecampus.com>
- Select Shop by Schedule.
- Sign in using your Eagle Mail login from step 4.

12. Use Microsoft 365 Apps

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

To download and install Microsoft 365 Apps to your own device, click the app launcher, select Microsoft 365 →, and select Install Office. For more information, visit www.ivcc.edu/studenthelpdesk/MOfficeApps.php.

CSP-0002 Orientation to Distance Learning

Students taking their first online course at IVCC are required to take CSP-0002-Orientation to Distance Learning. The online orientation begins before the semester covering IVCC information, Brightspace, 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 or visit the Orientation to Distance Learning webpage at www.ivcc.edu/onlinelearning/onlineorientation.php.

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/asc.