Computer Tutorial
Change Your Password

Purpose: To show students how to change their password to log in to MyHills, WebAdvisor, and Student WebMail.

Important: When you were accepted to Indian Hills Community College, a username and a password were created for you to access MyHills, WebAdvisor, and Student WebMail. If you change your password to access MyHills, you are also changing your password to access WebAdvisor and Student WebMail.

From the Indian Hills Community College homepage (www.indianhills.edu), find the “Menu Links” across the top of the homepage.

Select “MyHills Portal” using the icon provided.
You are now on the “MyHills Portal Login” page.

If you forget your MyHills password or would like to change your password, click “Forgot/Change Password?” on the “MyHills Login” page.
The “Password Maintenance” page will open.

Type your “USERNAME” in the box provided.

Then, click “SUBMIT.”
The “Your Security Question” page will open.

Type your seven digit Student Number in the “YOUR ANSWER” box.
Then, click “SUBMIT.”

Your Security Question
Verify your identity by answering the security question.

If you do not remember your answer or if you’d like to pick a new question, please contact the IT Help Desk by email at helpdesk@indianhills.edu or 641-683-5333 .

What is your seven digit student number?

YOUR ANSWER:

0123456

SUBMIT

The “Change Your Password” page will open.
Your username should appear in the “USERNAME” box.
Type your new password in the “NEW PASSWORD” box. Your new password must be six to nine characters in length, and must contain at least one capital letter, one lowercase letter, and one number.

Then, re-type your “NEW PASSWORD” in the “CONFIRM NEW PASSWORD” box.

Note: Remember, your new password must be six to nine characters in length, and must contain at least one capital letter, one lowercase letter, and one number.
Then, click “SUBMIT.”

The “Change Your Password” page will open. Your password has been changed when the message “Your password has been changed” appears.

**Note:** The password you use to log in to MyHills is the same password you use to log in to WebAdvisor and Student WebMail. So, if you change it here, you are changing it everywhere.

Select “Click here” to return to the “MyHills Portal Login” page.

Congratulations! You now know how to change your password.

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Office of Online Learning

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For further assistance on this topic or other technical issues, please contact the IT Help Desk

**Phone:** (641) 683-5333 | **Email:** [helpdesk@indianhills.edu](mailto:helpdesk@indianhills.edu) | **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)

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