



# Office of Online Learning

## Indian Hills Community College

### Computer Tutorial:

#### How To: Log On to MyHills and Find Your Course (Student)

**Purpose:** This tutorial demonstrates how a student can log on to MyHills, access a course, and log off.

**Introduction:** MyHills<sup>1</sup> is an Internet-based software program used by Indian Hills Community College as a platform from which to provide students with course materials (e.g., syllabi, schedules, articles, assignment instructions, audio, and video) and to interact with one another and faculty.

#### Important Note Regarding Your Username and Password:

When you were accepted to Indian Hills Community College, a username and password were created for you to access MyHills.

Student usernames are usually in the following format: **firstname\_lastname**.  
For example, the student Janet Learner's username would be: janet\_learner.

If this is your first time accessing MyHills, then the default password is probably your date of birth, in the following format: mmddyy. For example, March 7, 1989, would be 030789.

Be sure to change your password to something more secure after you log on to the system for the first time. See the tutorial "**Change Your MyHills Password**" for a demonstration.

The Indian Hills Community College Office of Information Technology (IT) enrolls students automatically into their MyHills courses after they have registered for their courses in **WebAdvisor**. This usually takes no more than one business day.

#### Log On to MyHills:

1. From the Indian Hills Community College Homepage (<http://www.indianhills.edu>), click on "MyHills" in the left-side menu.

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<sup>1</sup> **ANGEL**® is the online learning management system used by Indian Hills Community College (IHCC). IHCC refers to its ANGEL interface as "MyHills."



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The screenshot displays the Indian Hills Community College website. At the top left is the college's logo, a circular emblem with 'INDIAN HILLS' and 'INDIAN HILLS COMMUNITY COLLEGE' text. To its right, the text 'INDIAN HILLS COMMUNITY COLLEGE' is displayed in a serif font. Below this is a dark blue navigation bar with white text for 'Future Students', 'Current Students', 'Parents', 'Alumni & Friends', and 'Sports Fans'. On the left side, a yellow vertical menu lists: 'Apply Now', 'Register for Classes', 'Online Learning', 'Calendar', 'Library', 'Human Resources', 'Business/Community', 'MY HILLS', and 'Student/Staff Logins'. The 'MY HILLS' link is highlighted with a red arrow pointing to a central banner. The banner features the text 'Excellence Expect it.' in a large, stylized font, with 'Excellence' in a larger, bolder font. Below this text is a yellow box containing 'Business/Community', 'MY HILLS', and 'Student/Staff Logins'. A red arrow points from this box to the 'MY HILLS' link in the left menu. To the right of the banner is a photograph of two people sitting outdoors on a bench.

- Next, you will be taken to the **MyHills home page**. Feel free to explore the various public resources. Notice the **Log On** box in the upper left of the page. Here you will enter your Username and Password. (See the “Important Note” section earlier in this document.) Then, click the “Log On” button directly below.



- This takes you to the **MyHills Main Page**. For information on the various parts of the MyHills Main Page, see the tutorial “**How To: Navigate the MyHills Main Page.**”
- Notice the **Courses** section in the upper left of the page. Here you will find a listing of all of the courses in which you are enrolled. Click the title/name of the course that you want to enter.



5. This takes you to the **Course Home** page. For more information on the various parts of the Course area, see the tutorial “**How To: Navigate Through Your Online Course.**”
6. Click the **Home** button on the left to return to the **MyHills Main Page** or click the **Log Off** button to **exit MyHills**. Click the **OK** button on the pop-up that appears to complete the log off process.



Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

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For further assistance, please contact:

**IT Help Desk**

**Phone:** (641) 683-5333

**E-Mail:** [helpdesk@indianhills.edu](mailto:helpdesk@indianhills.edu)

**Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)