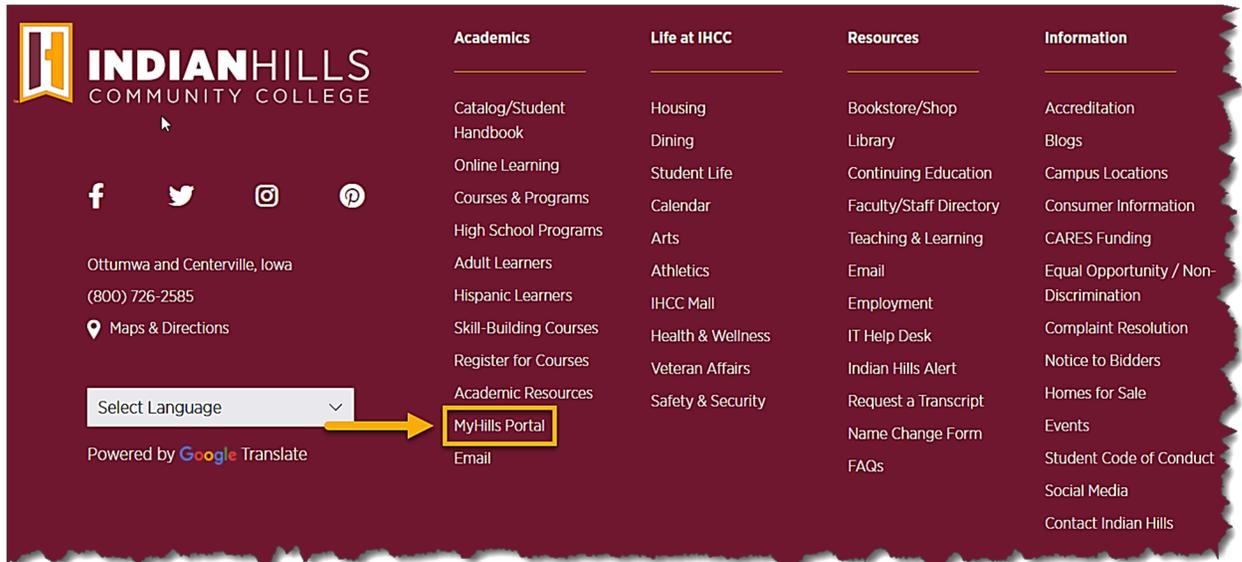


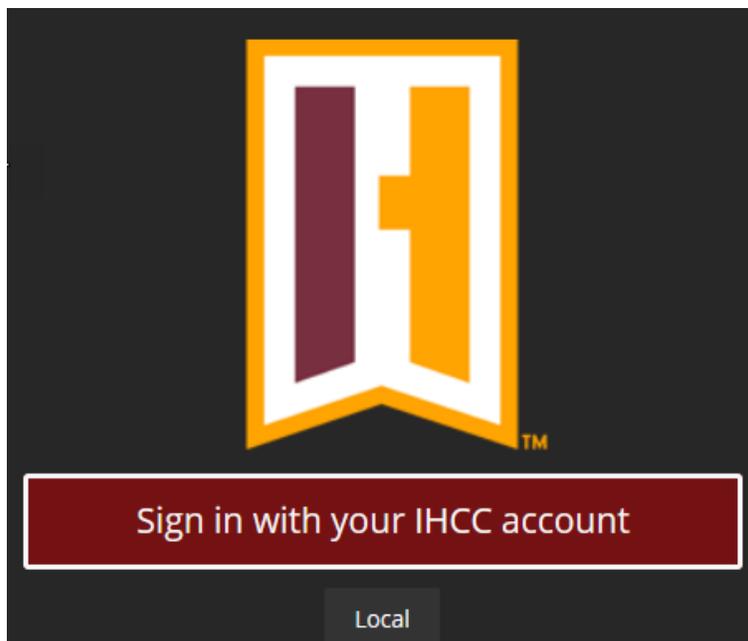
Faculty Tutorial:
Log In To MyHills

Purpose: To show faculty how to log in to MyHills.

On the IHCC website (www.indianhills.edu), click **“MyHills Portal”** from the footer on any page.



You are now on the “MyHills Portal Login” page. Click **Sign in with your IHCC account**.



You are now on the “Portal Login” page. Sign in using your “**Indian Hills Community College email address**” in the space provided. Once you enter your username, click “**Next.**”

Note: A faculty or staff members email address is usually ‘firstname.lastname@indianhills.edu’ If you are unsure what your email address is, please click ‘Can’t access your account?’ for assistance or contact the IT Help Desk.



Sign in

jordan.mentor@indianhills.edu

[Forgot your password?](#)

Back

Next

Once you enter your username, click “**Next.**”



← jordan.mentor@indianhills.edu

Enter password

●●●●●●●●●●●●●●●●



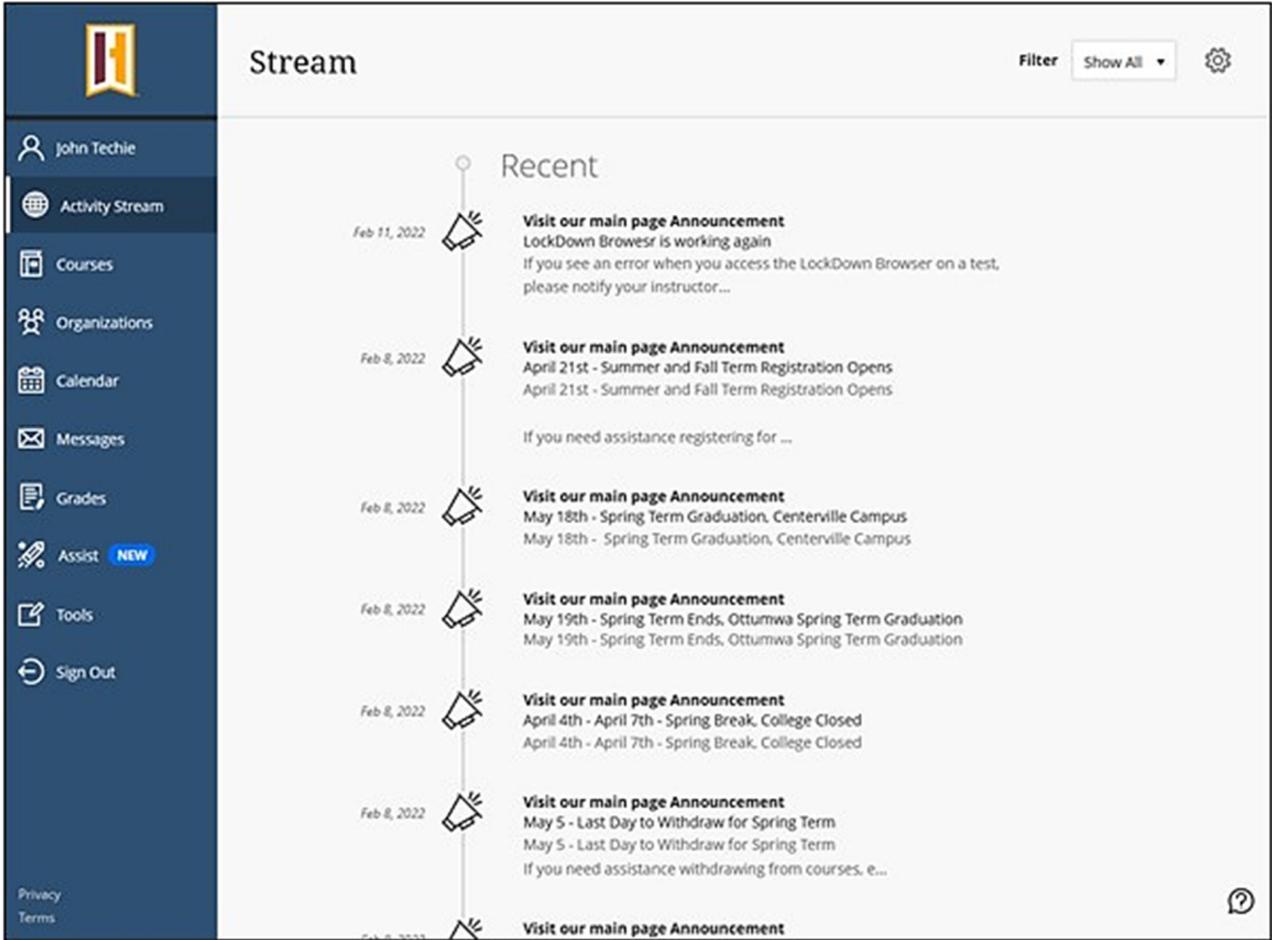
[Forgot your password?](#)

Sign in

Enter your password, then click “**Sign in.**”

 Microsoft
 sarah.dias@indianhills.edu
Approve sign in request
 Open your Microsoft Authenticator app and approve the request to sign in.
[I can't use my Microsoft Authenticator app right now](#)
[More information](#)

You will be prompted to authenticate your account using **the Microsoft Authenticator app** or a **college assigned token**. Once you have authenticated your account, you will be taken to the MyHills home page.



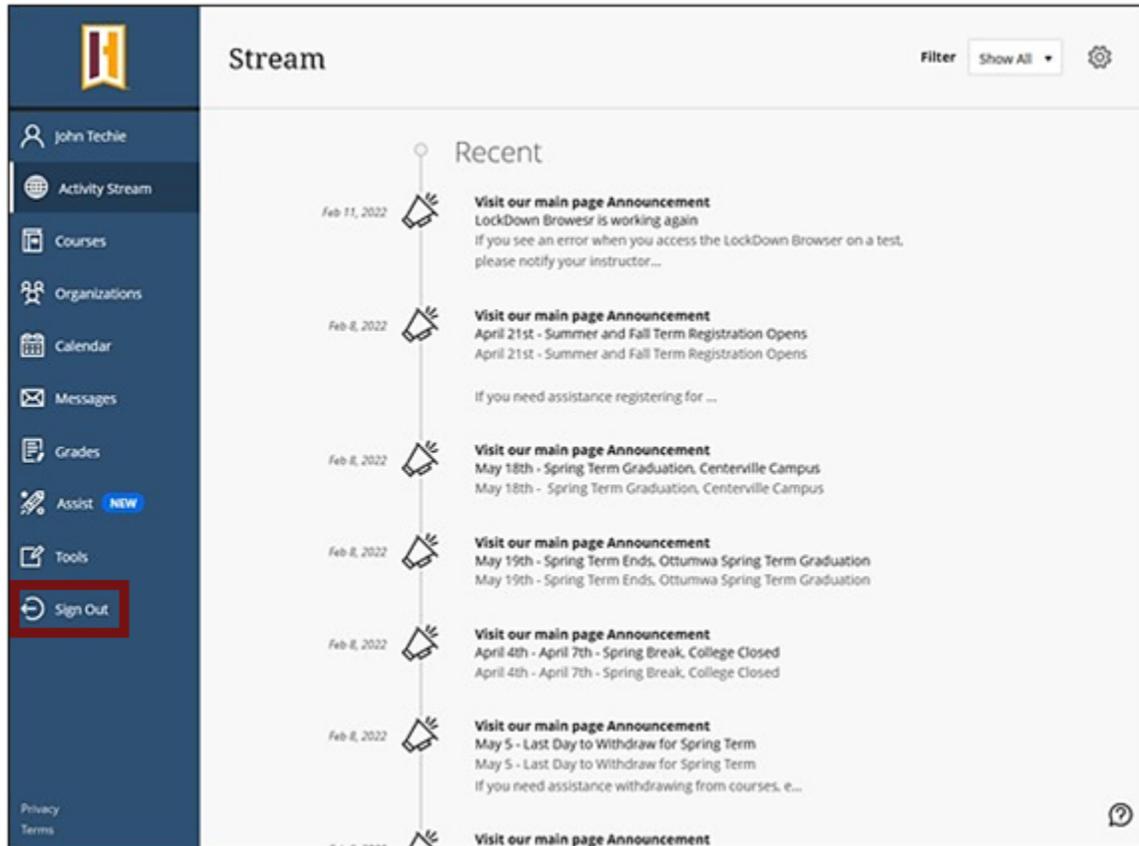
The screenshot shows the MyHills Activity Stream interface. On the left is a dark blue navigation sidebar with icons for: John Techie (user profile), Activity Stream (selected), Courses, Organizations, Calendar, Messages, Grades, Assist (with a 'NEW' badge), Tools, and Sign Out. At the bottom of the sidebar are links for Privacy and Terms. The main content area is titled 'Stream' and includes a 'Filter' button set to 'Show All' and a settings gear icon. The 'Recent' section displays a vertical timeline of announcements, each with a megaphone icon and a date:

- Feb 11, 2022: Visit our main page Announcement. LockDown Browser is working again. If you see an error when you access the LockDown Browser on a test, please notify your instructor...
- Feb 8, 2022: Visit our main page Announcement. April 21st - Summer and Fall Term Registration Opens. April 21st - Summer and Fall Term Registration Opens. If you need assistance registering for ...
- Feb 8, 2022: Visit our main page Announcement. May 18th - Spring Term Graduation, Centerville Campus. May 18th - Spring Term Graduation, Centerville Campus.
- Feb 8, 2022: Visit our main page Announcement. May 19th - Spring Term Ends, Ottumwa Spring Term Graduation. May 19th - Spring Term Ends, Ottumwa Spring Term Graduation.
- Feb 8, 2022: Visit our main page Announcement. April 4th - April 7th - Spring Break, College Closed. April 4th - April 7th - Spring Break, College Closed.
- Feb 8, 2022: Visit our main page Announcement. May 5 - Last Day to Withdraw for Spring Term. May 5 - Last Day to Withdraw for Spring Term. If you need assistance withdrawing from courses, e...
- Feb 8, 2022: Visit our main page Announcement.

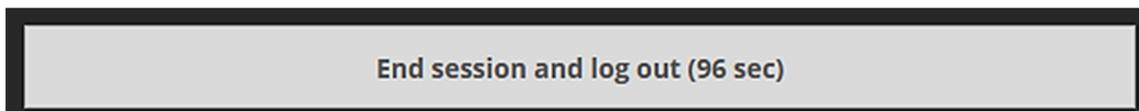
 A help icon is visible in the bottom right corner of the main content area.

When you are ready to exit MyHills, click the “Logout” button in the upper-right corner.

Note: It is VERY important that you click both the “Logout” button, and then close your internet browser, to log out of MyHills. If you do not complete both of these steps, and are using a public computer, another person could access your MyHills account.



Confirm that you wish to **End session and log out**.



Congratulations! You now know how to log in to MyHills and log out.

Office of Online Learning

Looking for more computer tutorials? Please visit: 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 | **Web:** www.indianhills.edu/helpdesk