

Faculty Tutorial:

Log In To MyHills

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

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

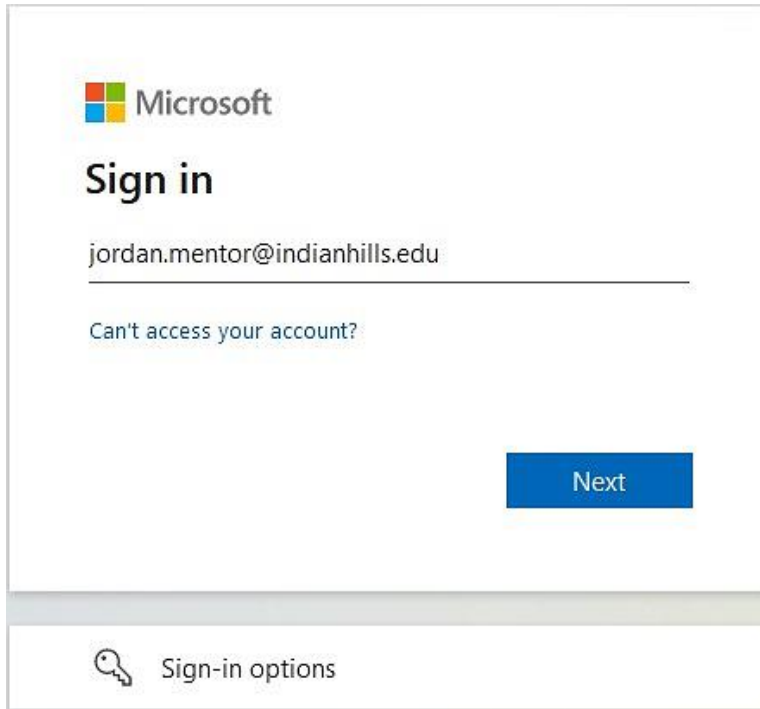


Select “MyHills Portal” using the icon provided.



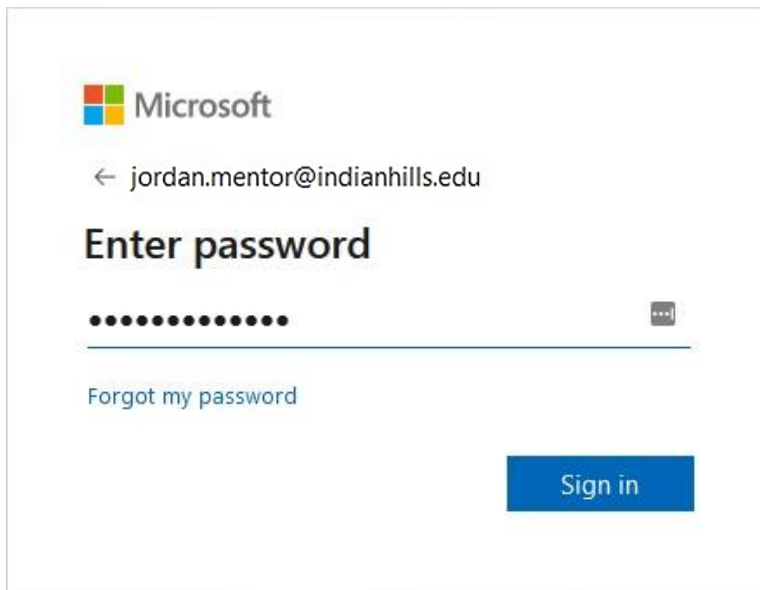
You are now on the “Portal Login” page. Sign in using your “**Indian Hills Community College email address**” in the space provided.

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.



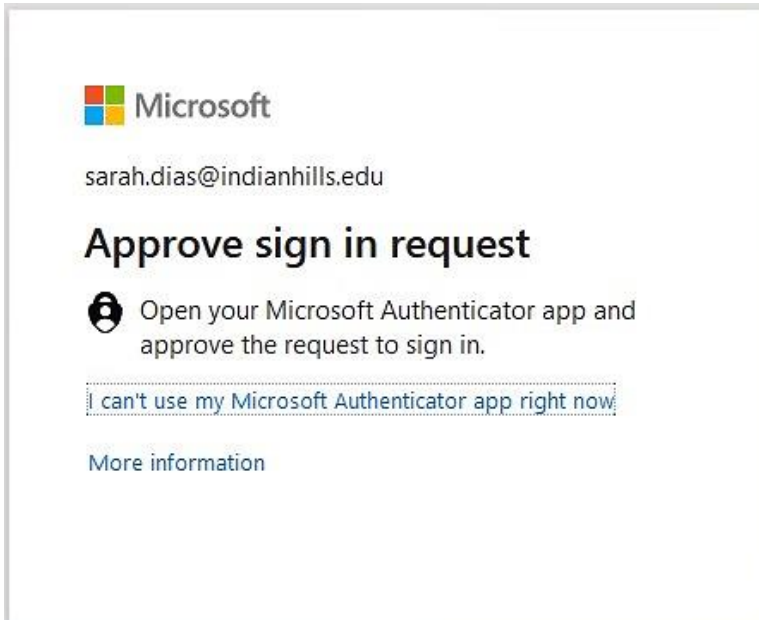
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "jordan.mentor@indianhills.edu". Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". Below the main content area is a section with a key icon and the text "Sign-in options".

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

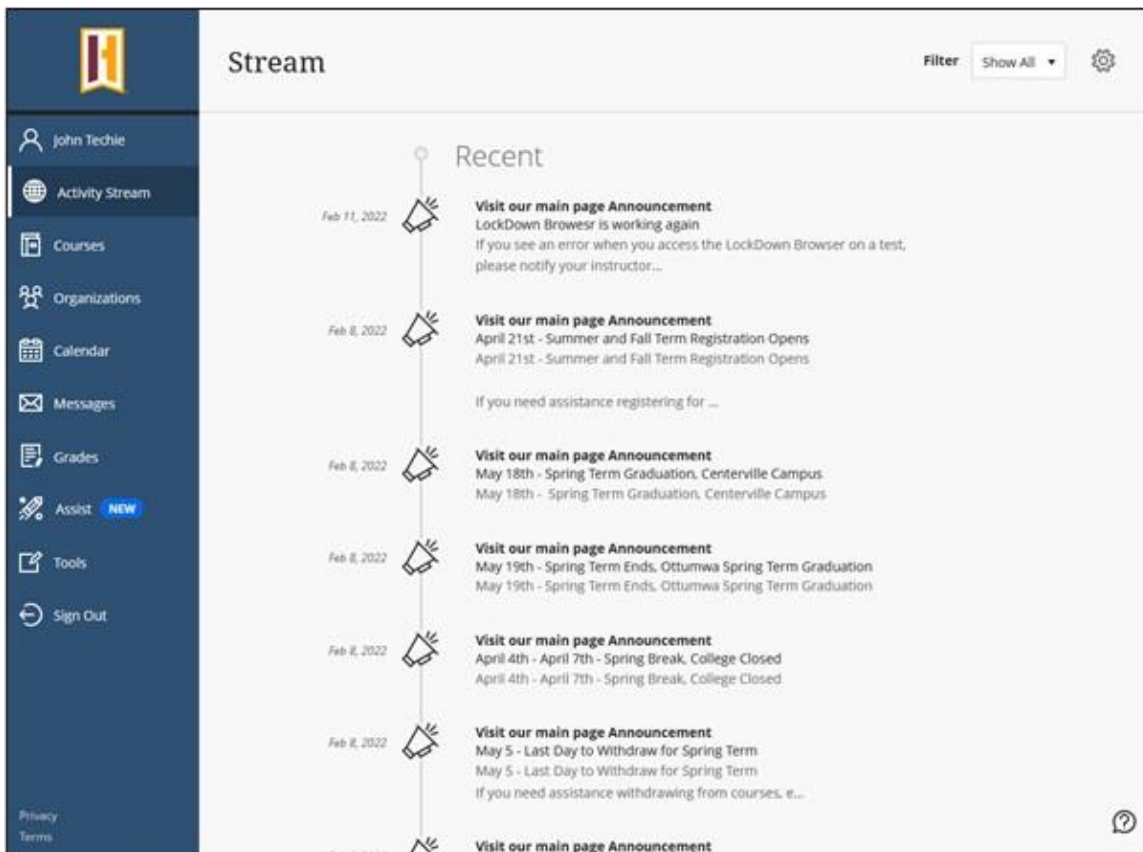


The image shows the next step of the Microsoft sign-in process. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Above the password input field is a back arrow and the email address "jordan.mentor@indianhills.edu". The password input field is filled with dots and has a small icon on the right. Below the input field is a link that says "Forgot my password?". At the bottom right of the main content area is a blue button labeled "Sign in".

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



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.



Note: For information on the various parts of this page, please see the tutorial “Navigate and Manage Your MyHills Home Page,” available in the faculty tutorials area of the Indian Hills website: www.indianhills.edu/tutorials.

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.



Congratulations! You now know how to log in to MyHills, change your password, 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