

## Computer Tutorial

### Log In To MyHills

**Purpose:** To show students how to log in to MyHills, change their password, and log out.

**Introduction:** MyHills (powered by Blackboard) is an Internet-based program used to provide course content to students and to enable interaction among students and faculty in online, hybrid, and many on-campus courses.

#### **IMPORTANT NOTE REGARDING YOUR USERNAME AND PASSWORD:**

When you were accepted to Indian Hills Community College, a student email account was created for you. Your student email address will be used to access WIN, MyHills, and Student WebMail.

A student email, or “User ID,” is usually in the following format:

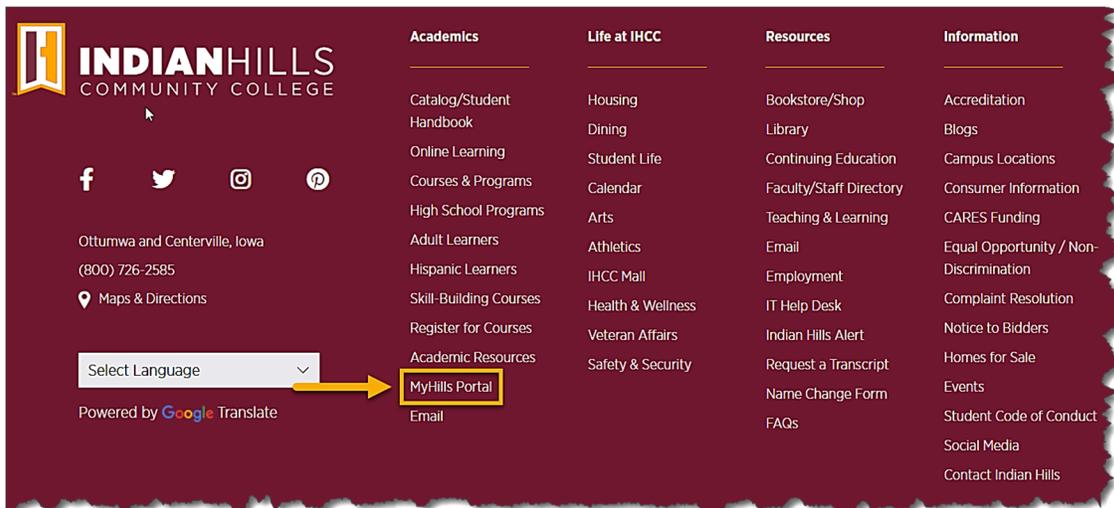
**firstname\_lastname@stu.indianhills.edu.**

If this is your first time accessing WIN, MyHills, and Student WebMail, then your default password is your Student Number followed by “Az” (capital “A” and lowercase “z”). For example, if someone’s seven digit Student Number is “0123456,” then his/her default password would be “0123456Az.” **If you have questions regarding this information, please contact the [IT Help Desk](#).**

It is important that you change your password to something more secure, as anyone who discovers your Student Number could potentially access your account.

Students are automatically into their courses after they have registered. This usually takes no more than one business day.

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



The screenshot shows the footer of the Indian Hills Community College website. It features the college logo and name on the left, followed by social media icons for Facebook, Twitter, Instagram, and Pinterest. Below these are contact details for Ottumwa and Centerville, Iowa, including the phone number (800) 726-2585 and a link to Maps & Directions. A language selection dropdown is also present. On the right side, there are four columns of links: Academics, Life at IHCC, Resources, and Information. The 'MyHills Portal' link is highlighted with a yellow box and a yellow arrow pointing to it from the language dropdown.

Academics	Life at IHCC	Resources	Information
Catalog/Student Handbook	Housing	Bookstore/Shop	Accreditation
Online Learning	Dining	Library	Blogs
Courses & Programs	Student Life	Continuing Education	Campus Locations
High School Programs	Calendar	Faculty/Staff Directory	Consumer Information
Adult Learners	Arts	Teaching & Learning	CARES Funding
Hispanic Learners	Athletics	Email	Equal Opportunity / Non-Discrimination
Skill-Building Courses	IHCC Mail	Employment	Complaint Resolution
Register for Courses	Health & Wellness	IT Help Desk	Notice to Bidders
Academic Resources	Veteran Affairs	Indian Hills Alert	Homes for Sale
<b>MyHills Portal</b>	Safety & Security	Request a Transcript	Events
Email		Name Change Form	Student Code of Conduct
		FAQs	Social Media
			Contact Indian Hills

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 student email address is usually ‘firstname.lastname@stu.indianhills.edu’ If you are unsure what your email address is, please click ‘Can’t access your account?’ for assistance.**



## Sign in

janet\_learner@stu.indianhills.edu

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[Forgot your password?](#)

Back

Next

Enter your password, then click “Sign in.”



← janet\_learner@stu.indianhills.edu

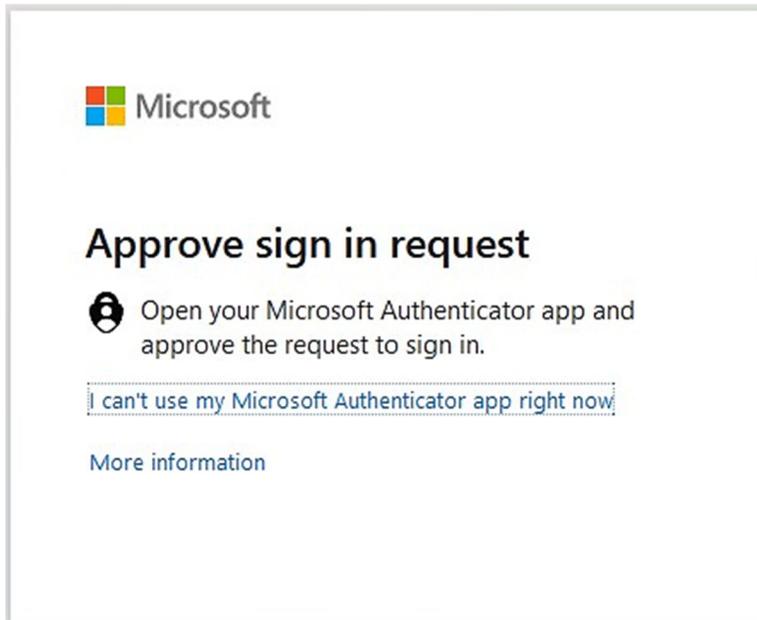
## Enter password

.....



[Forgot your password?](#)

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.



# Stream

Filter Show All ▾ 

 John Techie

-  Activity Stream
-  Courses
-  Organizations
-  Calendar
-  Messages
-  Grades
-  Assist NEW
-  Tools
-  Sign Out

Privacy
Terms

## Recent

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**



## How to Change Your Password

If you forget your password or would like to change your password, click “**Forgot my Password**”.



← janet\_learner@stu.indianhills.edu

## Enter password

.....



[Forgot your password?](#)



Sign in

The “Password Maintenance” page will open. Follow the instructions to change your password.

## Microsoft

## Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*

Next

Cancel

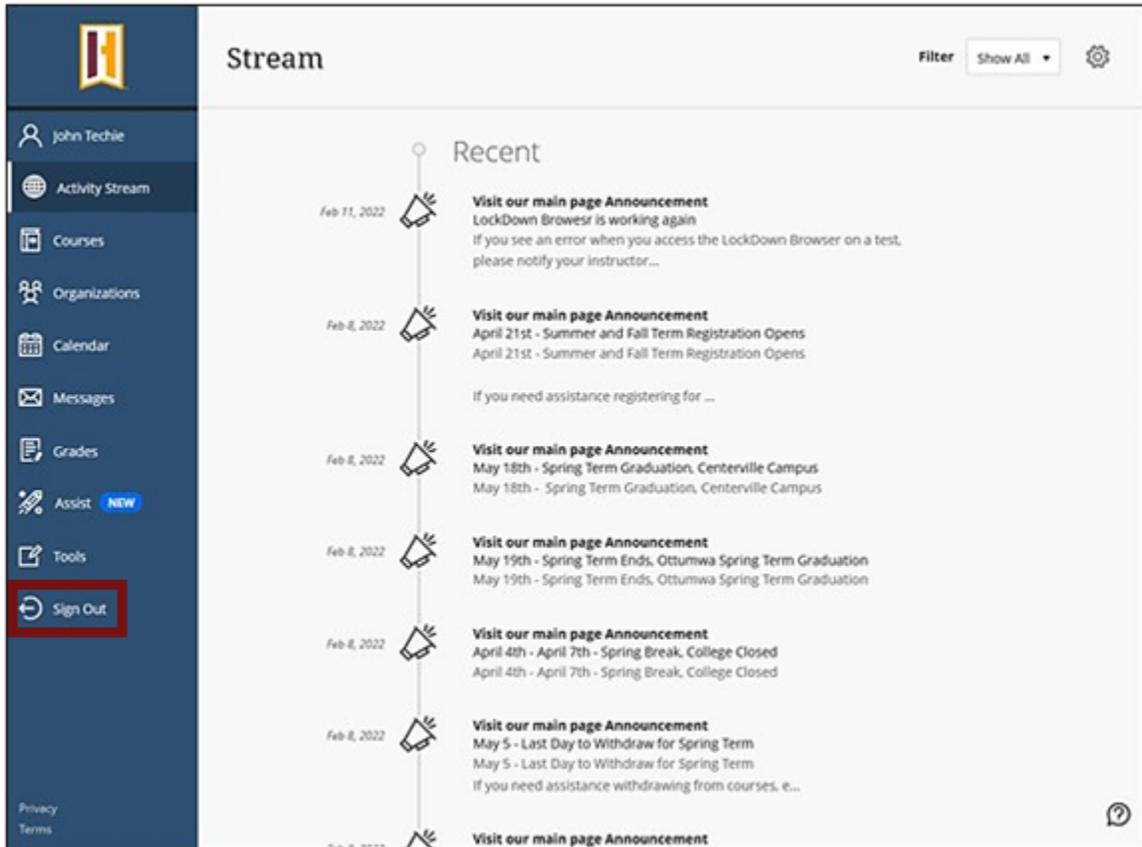
**Note: Remember, your new password must be six to nine characters in length, and must contain *at least* one capital letter, one lowercase letter, and one number.**

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

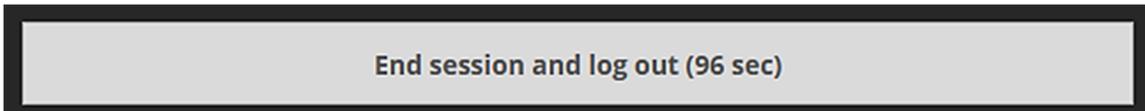
## How to Log Out of MyHills

When you are ready to exit MyHills, click “Sign Out” at the bottom-left of the blue menu.

**Note: It is VERY important that you click both the “Sign Out” 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, change your password, and log out.

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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)