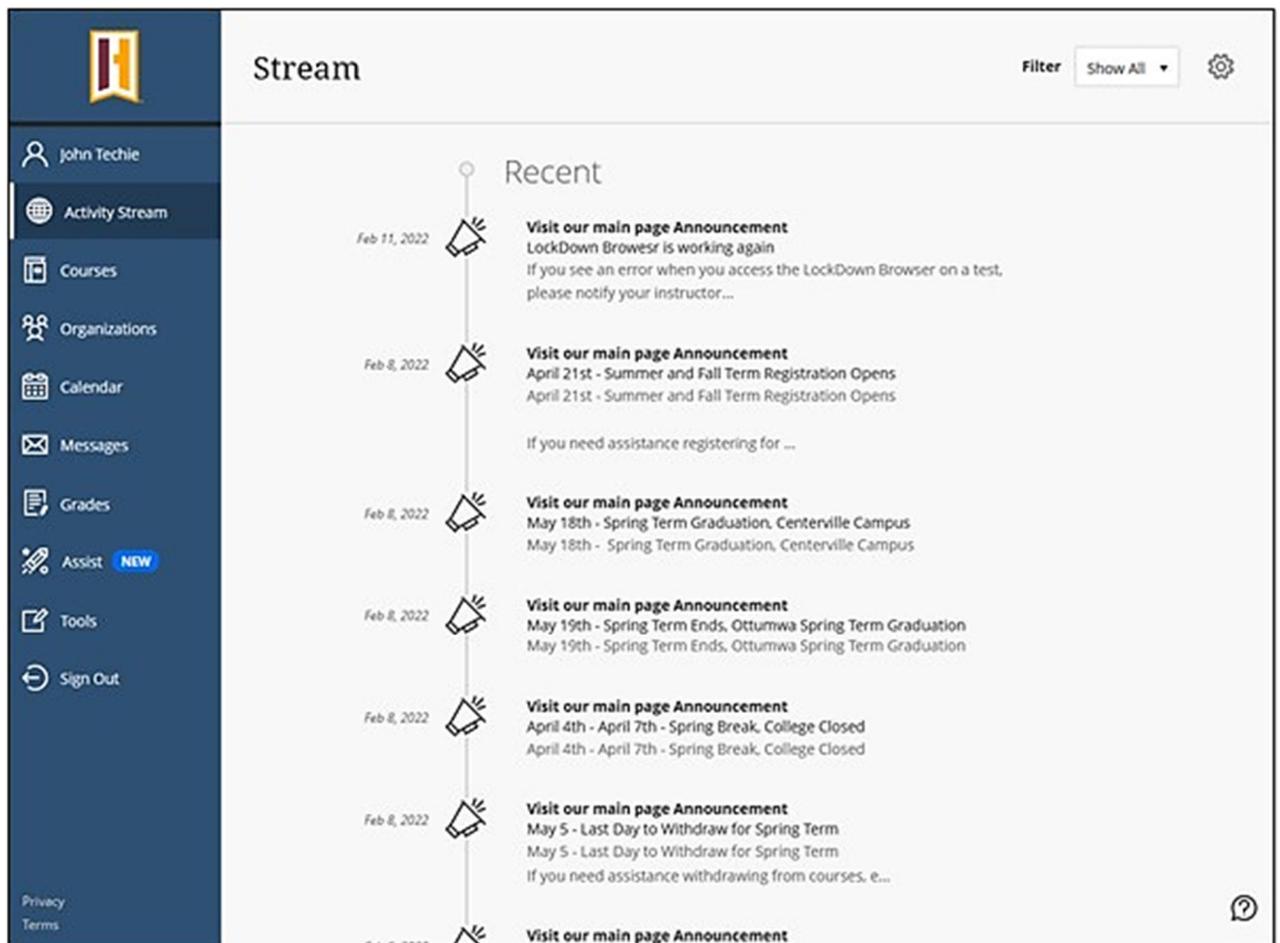


Computer Tutorial: Navigate and Manage Your MyHills Home Page

Purpose: To demonstrate to students how to navigate and manage their “MyHills Home” page.

After logging in, you should see your personal “MyHills Home” page.

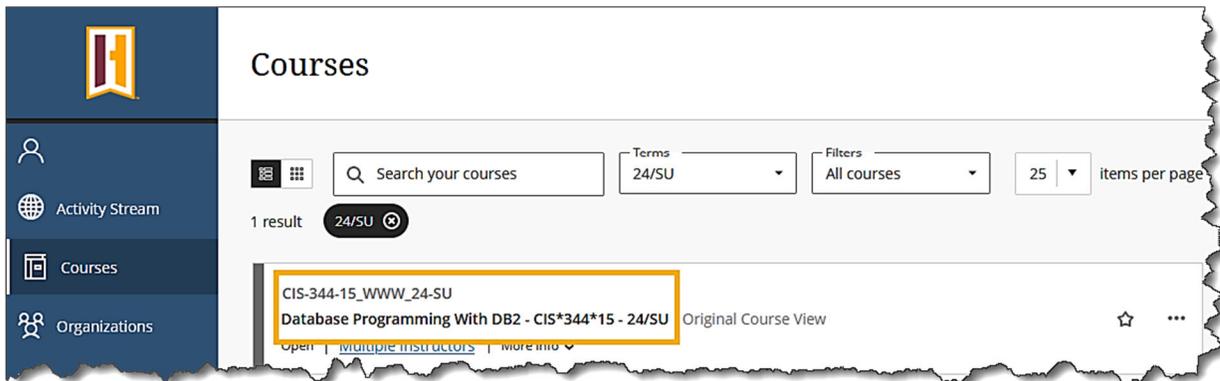
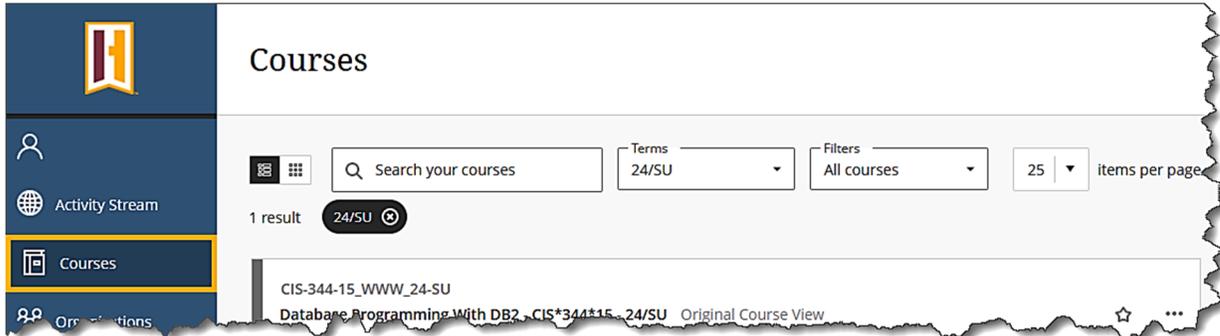
Note: For information on how to log in to MyHills, please see the tutorial “Log In To MyHills.”



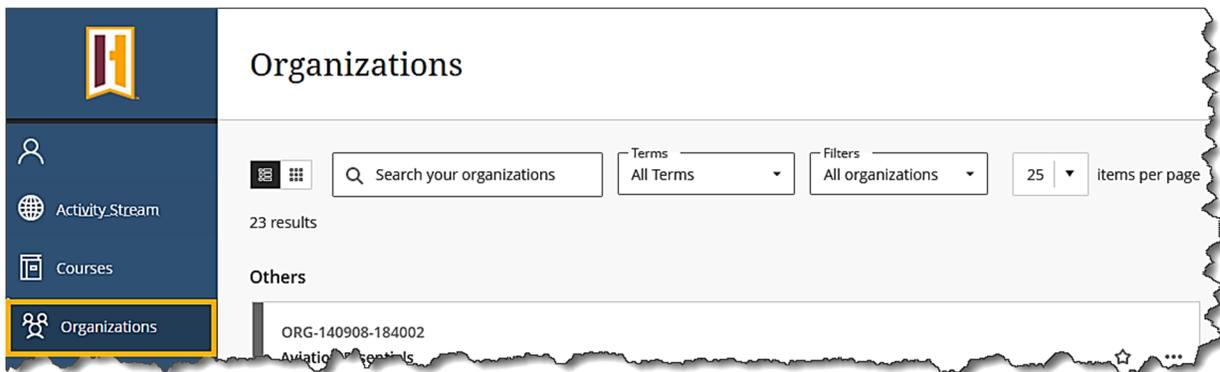
The screenshot shows the MyHills Stream page. On the left is a dark blue navigation menu with the following items: John Techie (user profile), Activity Stream (selected), Courses, Organizations, Calendar, Messages, Grades, Assist (with a 'NEW' badge), Tools, and Sign Out. At the bottom of the menu are links for Privacy and Terms. The main content area is titled 'Stream' and features a 'Filter' button set to 'Show All' and a settings gear icon. Below the title is a 'Recent' section with a vertical timeline of announcements, each marked with a megaphone icon and a date (Feb 11, 2022 or Feb 8, 2022). The announcements include: 'LockDown Browser is working again', 'April 21st - Summer and Fall Term Registration Opens', 'May 18th - Spring Term Graduation, Centerville Campus', 'May 19th - Spring Term Ends, Ottumwa Spring Term Graduation', and 'April 4th - April 7th - Spring Break, College Closed'. A help icon is visible in the bottom right corner of the stream area.

Once you have logged in to MyHills, the “MyHills,” “Courses,” and “Organizations” tabs are always available in the menu on the left side of the page.

The “**Courses**” tab will take you to your Courses page. On the Courses page, you may perform a Course Search or view your Course List. Click on the title of a course to enter it.

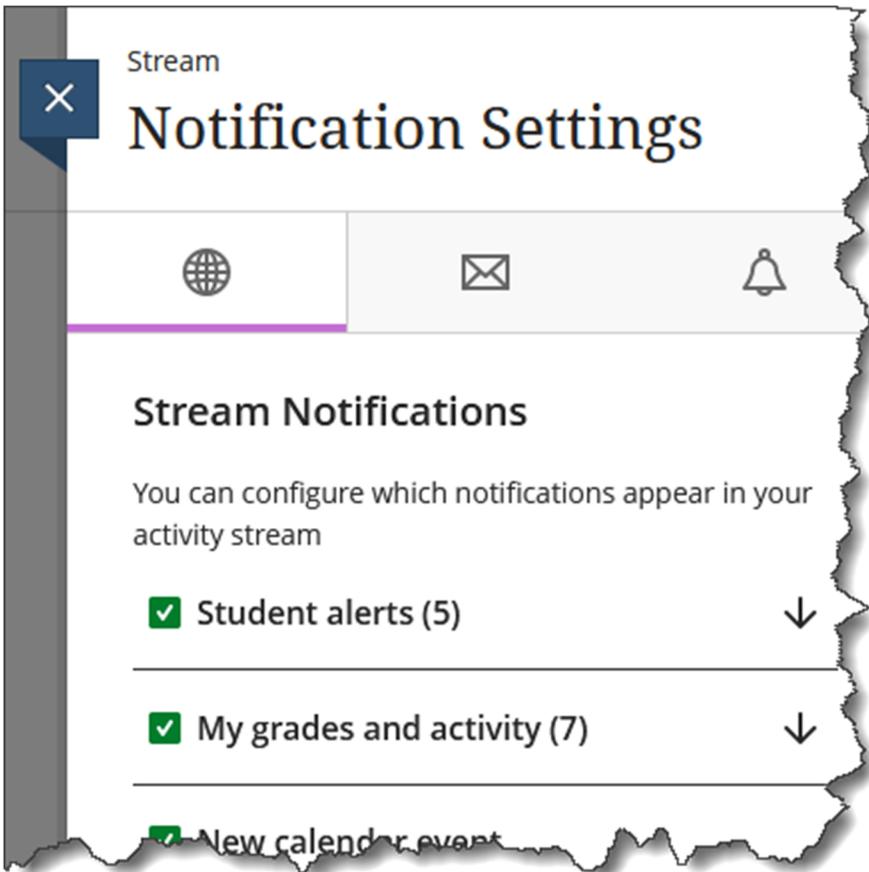
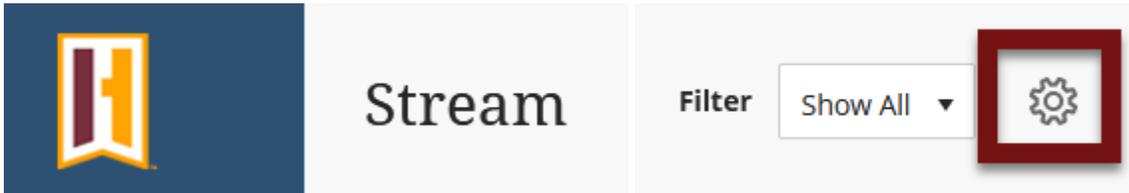


The “**Organizations**” tab will take you to the Community page. The Organizations page includes information about the SUCCESS Center and the Educational Opportunity Center (EOC), along with information about other clubs/organizations of which you may be a member.



Additional links include **Messages**, **Grades**, and **Tools**.

Click the gear in the upper-right corner to view and edit settings for your Activity Stream, Email Notifications, and Push Notifications.



Congratulations! You now know the basics of how to navigate your “MyHills Home” page!

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