IHCC HIGH SCHOOL PROGRAMS: STEPS TO SUCCESS

LET'S GET STARTED

1. **Go to indianhills.dualenroll.com to start your IHCC account and application, so you can begin taking college classes.**

2. **Click "Create My Account" and enter your information as prompted. You will need your social security number to complete the application process.**

   - Create Login (this is your username)

     My Dual Enroll username: _____

   - Create Password

     My Dual Enroll password: _____

   - When entering your first and last name, make sure you put your full legal name and use proper capitalization.

   - FERPA - since you are now a college student you are responsible for your own information! If a parent, guardian, or anyone other than your school counselor needs to be able to get information from us regarding your classes, add their name to one of the release boxes on the FERPA page.

3. **Application complete? Choose your classes!**

AFTER YOUR APPLICATION IS PROCESSED

1. **Find your student ID#.**

   - Log back into **Dual Enroll.**

   - Click **"Profile"** at the top of your page.

   - Click the **"Academics"** tab located on the right hand side of your page.

   - Your IHCC ID# is the number listed next to **"College Student Number."**

2. **Log in to your student portals (WIN, MyHills, IHCC Email).**

   - Your username will be your IHCC email address. The typical format is: first_last@stu.indianhills.edu

   - You will set your initial password the first time you log in by clicking the "Forgot My Password" link.

   - To log in you will also need to download and use the Microsoft Authenticatior App.
     If you do not have a phone, contact IT (helpdesk.email@indianhills.edu) at 641-683-5333 for a fob to use.

   - To reset your password, log in to your email. Click on your name and then "View Account." On the side menu, you will see "Password." Follow the prompts to create a new password and make sure to include at least 12 characters with at least one number and both upper and lowercase letters.

     My email address/login: _____@stu.indianhills.edu

     My password: _____

WIN (Warrior Information Network): This is your one stop for everything Indian Hills. Find links to MyHills, Dual Enroll, your IHCC email, find your course schedule, review your unofficial transcript or request an official transcript, and stay up-to-date on campus activities.

MyHills: Access your current courses, syllabus, assignment schedule, submit assignments, view your current grades, and email instructors.

Email: Check your IHCC student email regularly as this is how instructors and other college staff will contact you about important notices. Don't want to check multiple email accounts? Set up email forwarding to have your IHCC emails sent to your alternate email account.

Tutorials for all of our systems can be found on our main website: https://ihcc.edu/highschool