

You will see a login screen that looks similiar to this. You may see a choice of your high school email address, <u>DON'T</u> choose that one, instead, choose "Use another account."



Sign in to your account. Enter your email address. It will be your <a href="mailto:firstname\_lastname@stu.indianhills.edu">firstname\_lastname@stu.indianhills.edu</a>. Don't forget the underscore!

After entering your email address, click on "Forgot your password?"

This will prompt you to change your password, by sending a link to your high school email.

### You are setting up a PERSONAL ACCOUNT

You will be prompted to change your password.

Your new password must be 12 characters long or longer.

Numbers, upper-case and lower-case letters are required.

5 unsuccessful login attempts will lock your account.



firstname\_lastname@stu.indianhills.edu

#### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

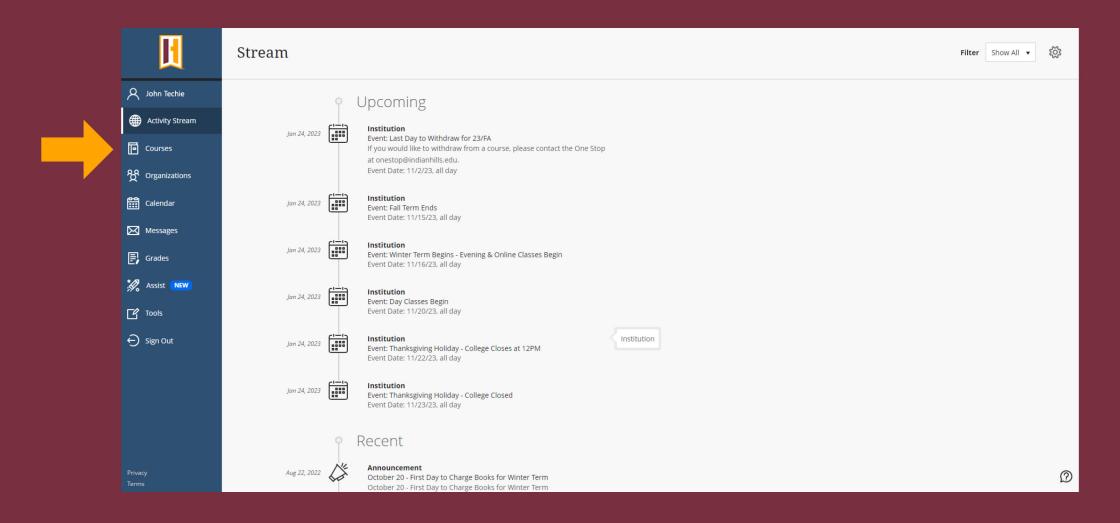
Sign in

# STAY CONNECTED

with your IHCC accounts, sign up for MFA today!



If a student does not have a smart phone, IT will provide a token for MFA. Contact IT by emailing helpdesk@indianhills.edu or call (641) 683-5333.



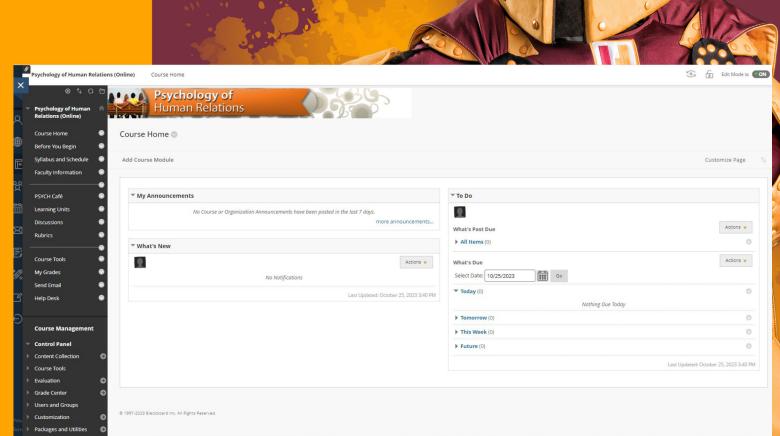
Once logged in, you will see your home screen which will often show key dates or announcements.

On the left, you will see a navigation bar.

Click on "Courses" to view the classes you are registered for.

#### **Everything you need to complete your course is here!**

- **✓** Syllabus & Schedule
- **✓** Faculty Information
- **✓ Learning Units**
- **✓** Assignments
- **✓ Discussions**
- **√** Grades
- **✓ Send Emails**
- ✓ IT Help Desk





# You are READY to go! WIN | MyHills | Student Email

- **✓** You know your username.
- √ You have reset your password.
- **✓ You will use the above information for all three accounts.**

**Any questions?**