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Logging In

For WIN, MyHills, and your IHCC email, your login information will be the same.

Your email/username will be firstname_lastname@stu.indianhills.edu

(example: Susie Student's email would be susie_student@stu.indianhills.edu)

*If you have never logged in before, click 'Forgot my password'?

1. Complete the CAPTCHA and click Next. You will then be prompted to choose your method of receiving your verification code, either phone or email.
2. You will then be prompted to create a new password.

Your new password must meet the following criteria:

- Must be at least 12 characters in length
- Must include an uppercase and lowercase letter
- Must include one number

*If you have previously logged in to MyHills and/or reset your password, your password will be the same.

*If you need to reset your password, click the 'Forgot my password' and follow the promptings.

*You will also need to set up your multifactor authentication system. If you do not have a smartphone or other smart device to download the authenticator on, please talk to your counselor first and if unable to assist, contact our IT at 641-683-5333 or helpdesk.email@indianhills.edu.

For Dual Enroll, you will use the username and password you created when first creating your IHCC account.

NOTE: After 5 unsuccessful password attempts you will be locked out of your account.

Download and Install the Microsoft Authenticator App

1. On your mobile device, go to your app store and install the latest version of the Microsoft Authenticator App. **Make sure you will have access to this device any time you will need to login to an IHCC account.** If for some reason you can't use your device with Microsoft Authenticator or do not have a device, contact the IT dept to be issued an alternative authentication option.

Set Up Multi-Factor Authentication

1. On a computer or another separate device from your mobile device, go to <https://aka.ms/mfasetup> **or** sign into your email with your username and password. After signing in you'll be prompted to enter additional verification information. Press Next.
2. On this next page, click Next in the bottom right one you have successfully installed the Microsoft Authenticator App on your mobile device.
3. Open the Authenticator App on your mobile and allow notifications if prompted, then add an account
 - a. For Apple iOS users, tap the + icon in the top right-hand side of the screen to add an account
 - b. For Android users, tap the three dots icon in the top right-hand side of the screen and select add account from the drop-down menu
4. When asked what kind of account you are adding, select work or school account
5. Select the option to Scan a QR Code then click Next on the computer. (If the Scan a QR Code option doesn't appear, back up a step or close the app and reopen it.)
6. Use your device's camera, that was just opened by the Authenticator App, to scan the QR Code displayed on your computer screen. After scanning the QR code, press Next on your computer.
7. Now you will test your Authenticator App to make sure it works. Check your device for a notification and approve the sign in.
8. After approving the sign in, you will see Notification Approved appear on the computer screen. Click Next to continue.
9. You are now finished. You will then see the page below, but you do not need to configure an App Password. Go ahead and close out of this browser page.

NOTE: If you get a new phone or device or must replace your device that you use for the authenticator, you will need to contact our IT (641-683-5333) to reset up the app before you can login to your account again.

Finding Your Student ID#:

-Log in to Dual Enroll (indianhills.dualenroll.com)

-To find your Indian Hills student ID#, go to your profile page.



-Then click the Academics tab on the right side of the page and you will find your ID# at the top of the page.

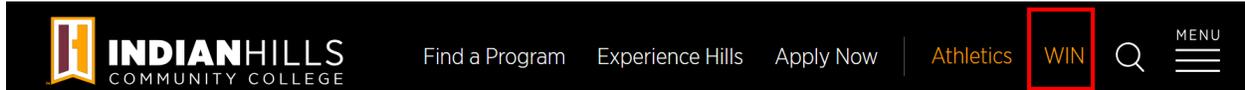
| | |
|--------------------------------|---------|
| COLLEGE STUDENT NUMBER: | 0123456 |
|--------------------------------|---------|

PROFILE OPTIONS

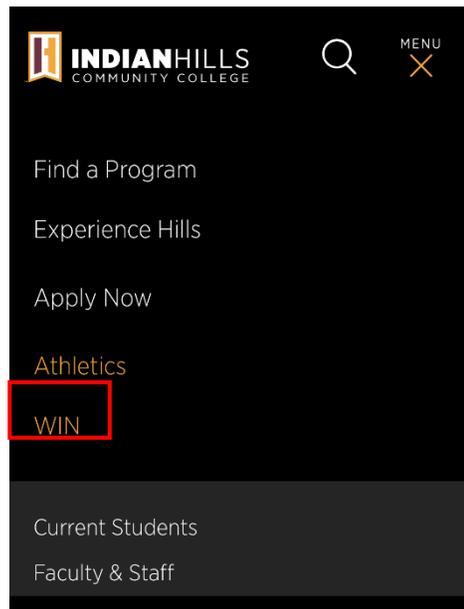
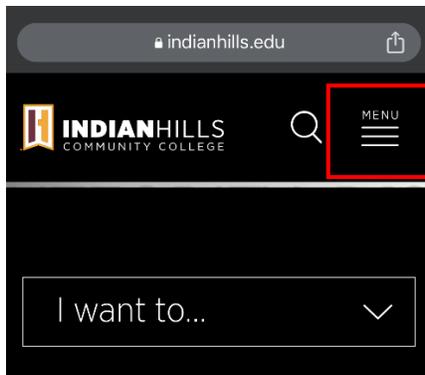
- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- ▶ Academics
- Documents
- Course History
- Select Courses

IHCC Hub-WIN

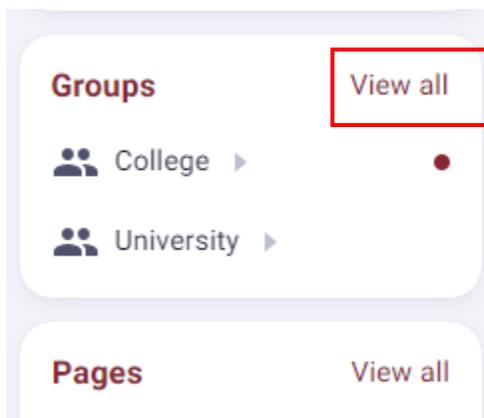
1. go directly to WIN by going to win.indianhills.edu OR
2. Go to the Indian Hills website www.indianhills.edu and click WIN located in the top right corner.



If you are on a mobile phone/tablet you will need to click the menu line icon and the WIN link will be across the bottom.



3. Log in to WIN using your IHCC email address and password. Then we recommend bookmarking the WIN page on your computer for easy access in the future!
4. Once logged into WIN, scroll down to groups and click 'view all'



5. Find the IHCC Connect 2 College/High School Programs group, then head to that page!

6. On the group page, click 'High School Students'

The screenshot shows the group page for 'IHCC Connect 2 College/High School Programs'. At the top, there is a header with a star icon, a profile picture, and the group name. Below the header are navigation tabs for 'Discussion', 'Info', and 'Resources'. The 'Resources' tab is active. Below the tabs, there is a list of resources. The 'High School Students' resource is highlighted with a red box. Other resources include 'Concurrent Enrollment Instructors' and 'Connect 2 College/High School Programs Staff'.

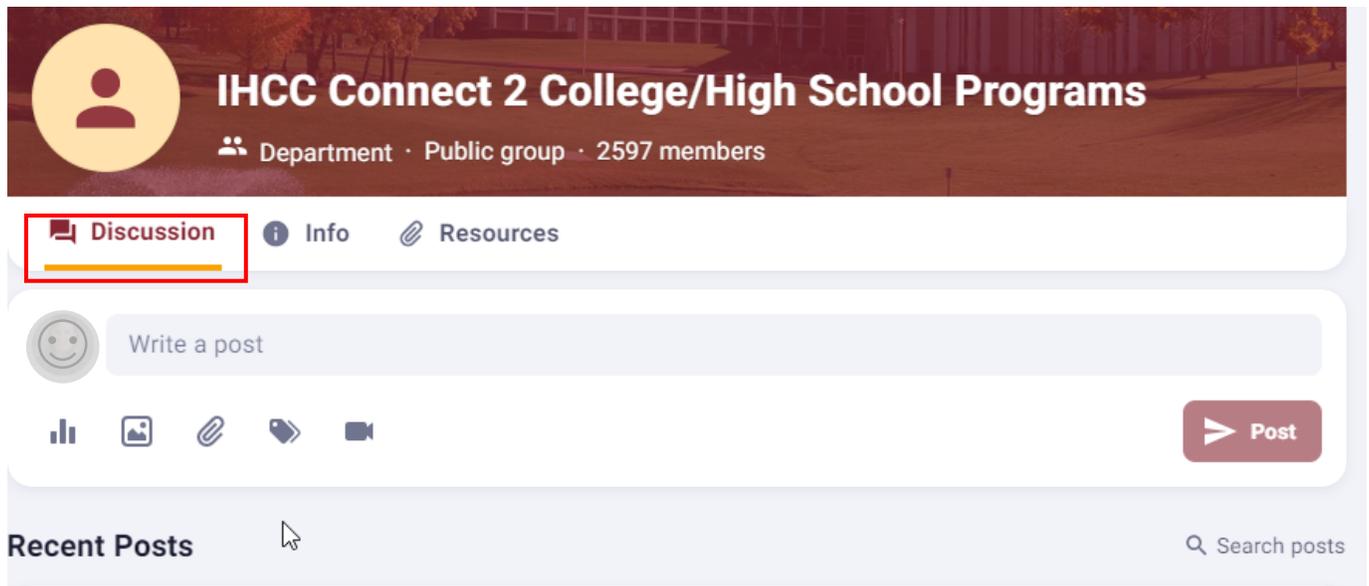
7. This will be your one stop page for links to your MyHills, Dual Enroll, IHCC email, grades, unofficial and official transcripts, and the IHCC student handbook.

The screenshot shows the 'High School Students' sub-page within the group. The 'Resources' tab is active, displaying a list of links to various student resources. The resources listed are: 'Blackboard/My Hills', 'Check my Grades', 'Dual Enroll Log in', 'IHCC Email - Office 365', 'Self Service/Student Planning', and 'Student Handbook'. Each resource has a link icon and a brief description.

8. To save the group to your shortcuts in WIN, click the star in the top corner of the group page.



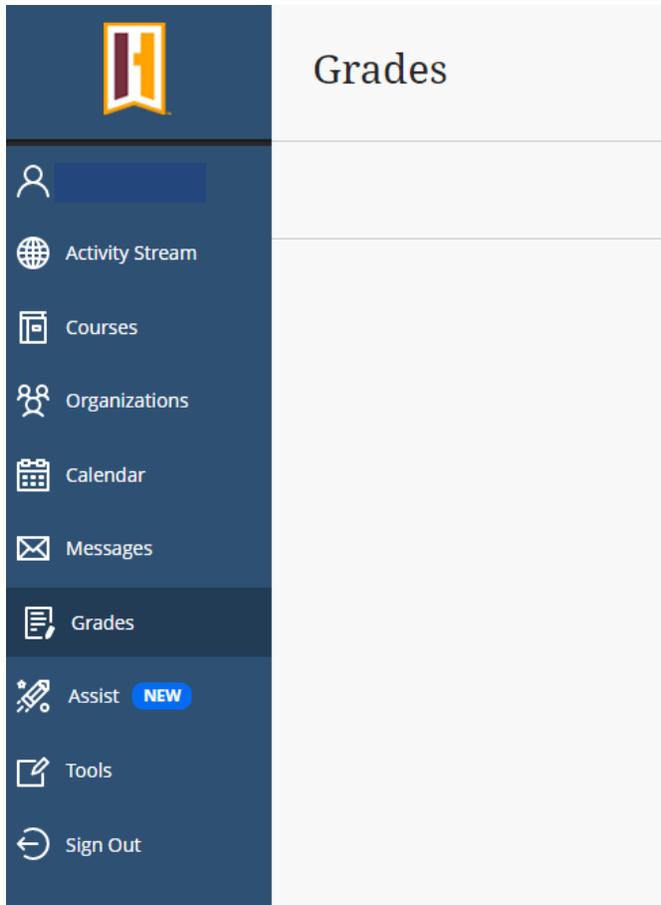
9. To see updates regarding High School Programs activities or events, click the Discussion tab at the top of the group page.



****You can also access many other things through WIN including Microsoft 365 products, other activity groups and pages, and any other resources you may need. Feel free to explore the site and join groups or pin resources to your shortcuts for easy access.**

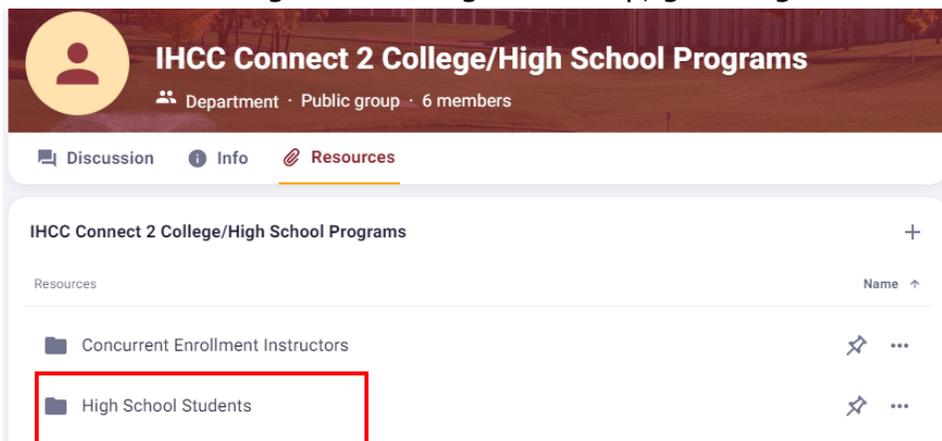
Grades and Transcripts

If you need to see your current grade for a class go to your MyHills and click the Grades tab. Your classes should appear with your grade information.



If you need to see what classes you have taken previously, your past grades or if you need to access an unofficial transcript, you can access this in 2 ways in WIN.

a. In the High School Programs Group, go to High School Students.



Then click the Self Service/Student Planning link.

The screenshot shows a Facebook-style group page for 'IHCC Connect 2 College/High School Programs'. The page header includes a profile picture, the group name, and 'Department · Public group · 6 members'. Below the header are tabs for 'Discussion', 'Info', and 'Resources'. The main content area shows a breadcrumb trail: 'IHCC Connect 2 College/High School Programs > High School Students'. Underneath is a 'Resources' section with a list of links. The 'Self Service/Student Planning' link is highlighted with a red rectangular box. The other links in the list are: 'Blackboard/My Hills', 'Check my Grades', 'Dual Enroll Log in', 'IHCC Email - Office 365', and 'Student Handbook'.

This will open a new page and there should be an option to view your unofficial transcript.

- a. Once in WIN, click the Dashboard tab on the left side of your page. Then hover over the Academic Planning box and click the Unofficial Transcript tab.

The screenshot shows the Indian Hills Community College dashboard. On the left is a navigation menu with 'Activity', 'Dashboard', 'Tasks', 'Announcements', and 'Discover'. The 'Dashboard' tab is selected. On the right is a large red box titled 'Academic Planning'. Inside this box are three buttons: 'Register & Drop Courses', 'Unofficial Transcript', and 'Graduation Application'. A mouse cursor is hovering over the 'Unofficial Transcript' button.

If you need to have an official transcript sent to a school or employer, go to the High School Students page in the High School Programs Group. Then click Transcript Request.

*Transcripts are **\$5 per transcript**. Payment is due at the time you order your transcript so make sure you have your payment information ready.

Make sure you enter the correct email or contact information for the person you want your transcript sent to otherwise *you will be **charged again to resend it.*

IHCC Connect 2 College/High School Programs > High School Students

Resources Ne

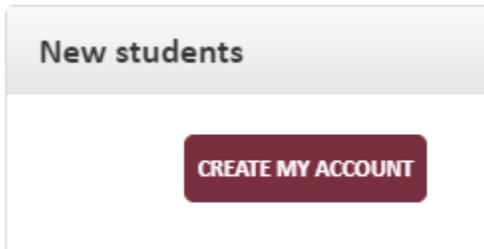
| | | |
|---|--|---|
|  | Blackboard/My Hills Access to registered courses and class syllabus and assignments. |  |
|  | Check my Grades |  |
|  | Dual Enroll Log in Apply and/or register HERE!! |  |
|  | IHCC Email - Office 365 Access to your IHCC email. |  |
|  | Self Service/Student Planning A resource for you to look at your grades, schedules, unofficial transcript, and more! |  |
|  | Student Handbook Everything you need to know about being an IHCC college student! |  |
|  | Transcript Request Order your official transcript to be sent to colleges or employers. Cost is \$5 per transcript with payment due at the time of y... |  |

Dual Enroll- Account Creation and Application

-To apply or to register for classes, go to Dual Enroll. indianhills.dualenroll.com

****If you have used Dual Enroll before you can just log in and register for classes.***

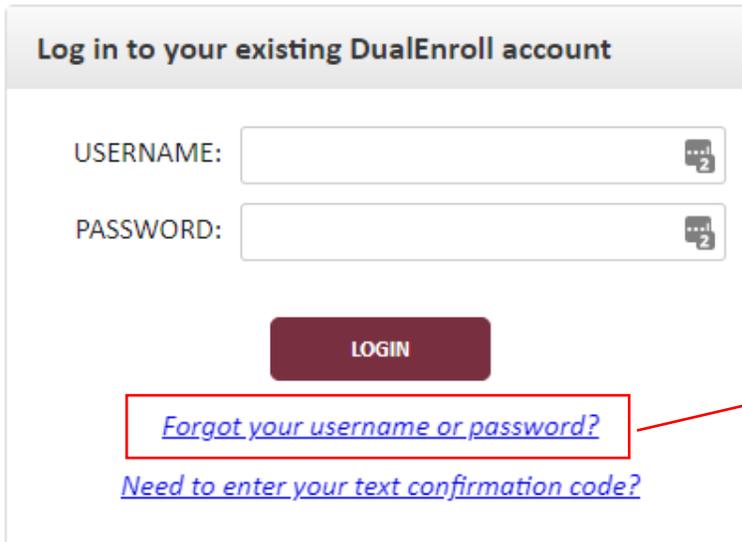
If you have never completed the account/application creation process, click 'Create my Account'. **You will need your Social Security Number in order to complete this process.**



-Walk through each of the steps, making sure to click 'Update' at the bottom of each section to save your information on each page. *If you do not click update, you will have to complete the section again.*

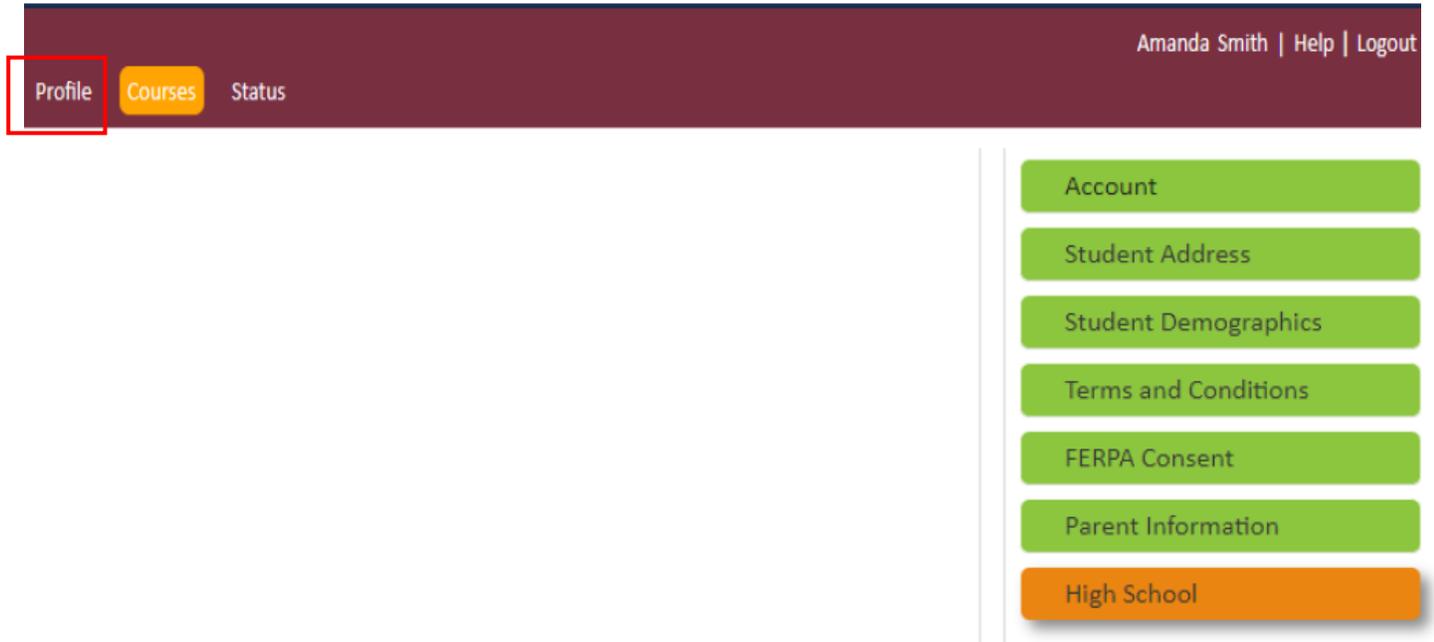
-Once you have completed your application you can register for classes.

-If you have previously started or completed an account, login using the username and password you created.



If you cannot remember your username or password, click the Forgot link and follow the prompts.

If you are logged in but need to change your username or password or if you need to update your contact information, you can update this information by going to your profile page and clicking the appropriate tab on the right.



The image shows a user profile page navigation menu. At the top right, the user's name "Amanda Smith" is displayed along with "Help" and "Logout" links. Below this, there are three tabs: "Profile", "Courses", and "Status". The "Profile" tab is highlighted with a red border. To the right of these tabs is a vertical list of seven menu items, each in a green button: "Account", "Student Address", "Student Demographics", "Terms and Conditions", "FERPA Consent", "Parent Information", and "High School". The "High School" button is highlighted in orange.

Amanda Smith | Help | Logout

Profile Courses Status

- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School

Register for a Class

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

College Campus 🏛️

High School 🎓

Online/LVL (Zoom) 🖥️

Academies 📖

BY LOCATION

Select Location

If you know your course code and number (ie. ENG 105) you can type it in here (make sure to include the space) or type the name of the class (ie. Composition I). Then hit enter.

If you do not know your course information you can narrow your course search by how/where the class is taught. College Campus- Classes taught in person on one of our campuses
High School- Classes taught at your high school by your instructor.
Online/LVL- Classes taught fully online or over zoom.
Academies- Program specific academy courses for students participating in one of our Career Academies.

Once you hit enter on your search, your course should appear. Click the blue link to see available sections.

Narrow your Search

BY TERM

Select Term

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

College Campus 🏛️

High School 🎓

Online/LVL (Zoom) 🖥️

Academies 📖

BY LOCATION

Select Location

Browse all courses or narrow the selections displayed using the search criteria
Remember that using multiple search criteria may eliminate all courses

🏛️ College Campus 🎓 High School 🖥️ LVL(Zoom) 📖 Career Academy

| Course | Type | Subject | Title | College |
|---------|------|---------|---|--------------------------------|
| WEL 201 | 🎓 | | Procedures and Qualifications | Indian Hills Community College |

Make sure if you are taking classes for a specific academy program that you look for the appropriate sections that start with either an H or C. Ask your counselor or high school programs staff member if you have questions about which section to register for.

If you want to review which classes you are registered for, go to the Status tab at the top of the page.

Profile

Courses

Status

You can see all of your classes listed. Look for the term you are in and 'Complete' in the steps column to know you are registered for a class.

| Course | Steps |
|---|----------|
| WEL-228 Introduction to Welding, Safet CV07[+] Indian Hills Community College Fall 2022 | Complete |

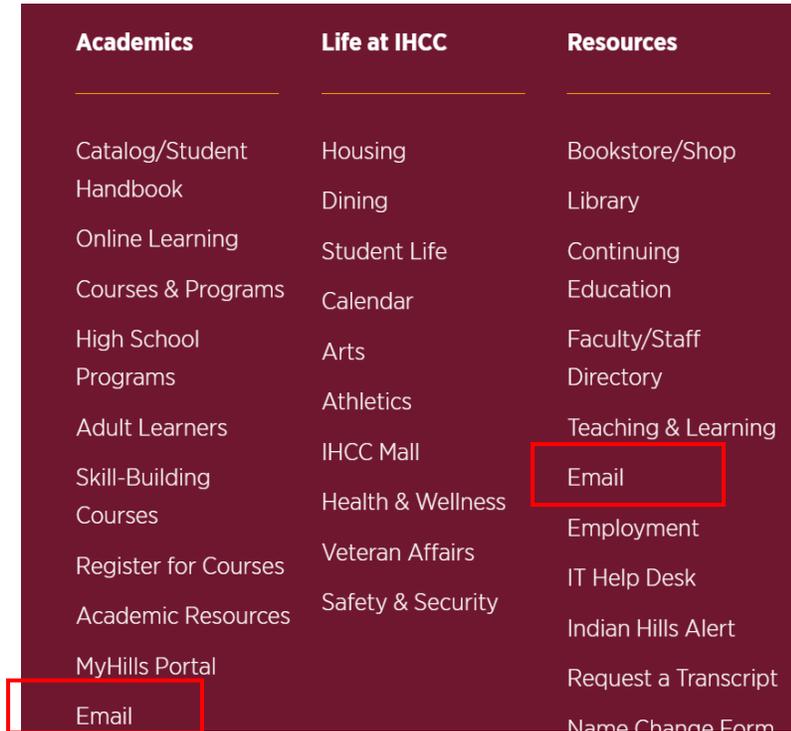
Dropping a class:

If you need to drop a class your steps will depend on the status of your class. You should first talk with your counselor about dropping or switching a class.

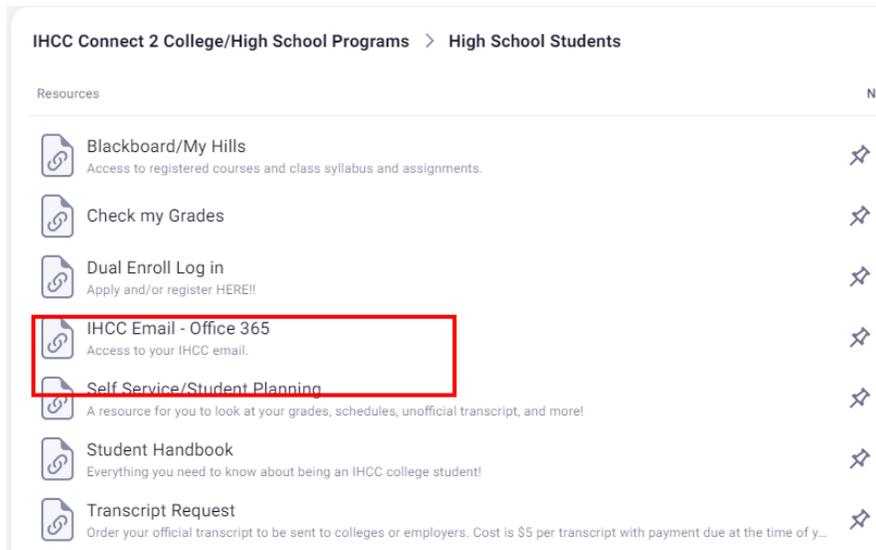
IHCC Email

To access your IHCC email, you can login through 2 different methods.

1. You can go to the main IHCC webpage (www.indianhills.edu) scroll to the bottom of the page and click Email under Academics or Resources.



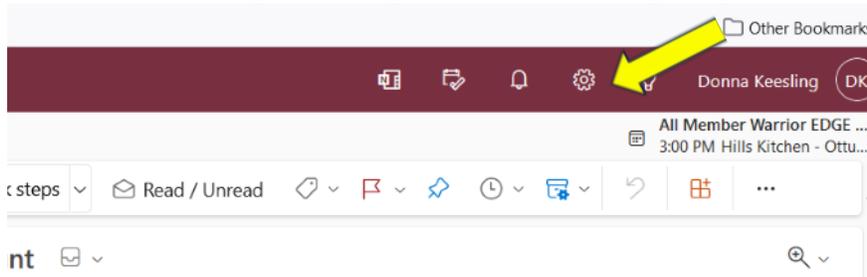
2. You can go to WIN, go to the High School Programs page, go to Students, and then click IHCC Email.



-To log in, you will use your IHCC email address and your password.

****Want your IHCC emails to go to your high school email address?***

-Click on the cog in the right side of the burgundy bar.



-Check the enable forwarding and enter the email address you want your email forwarded to.

