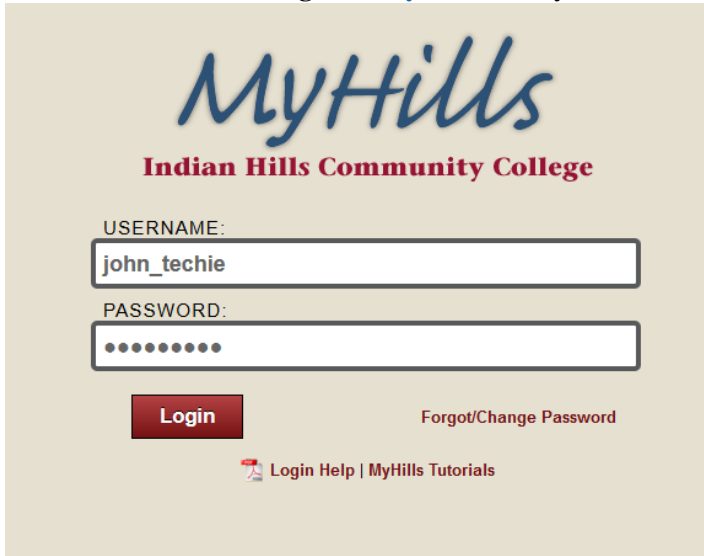


How to add President's Student Service Award tracking to MyHills

1. On IHCC's website: Log into [MyHills](#) with your username and password.



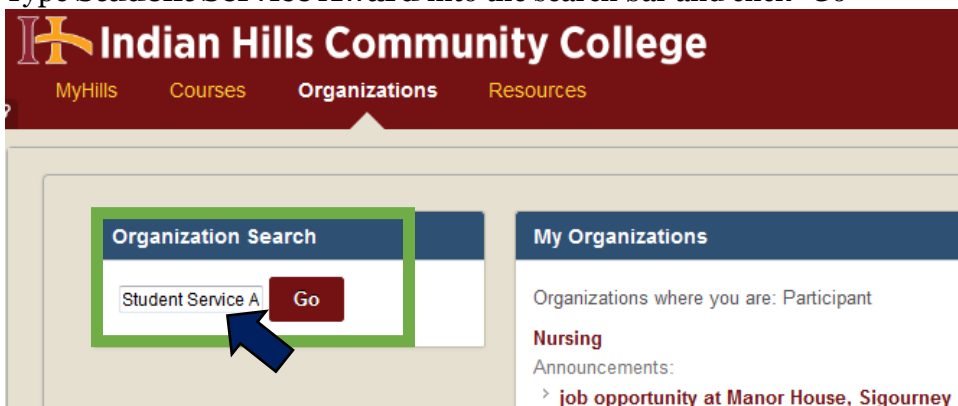
Instructions on logging in below:

http://www.indianhills.edu/_center/tutorials/myhills_stu_log_in/myhills_stu_log_in.pdf

2. Click on “Organizations” at the top of the screen.



3. Type **Student Service Award** into the search bar and click “Go”



4. For the President's Student Service Award organization: Click on the arrow under the organization ID and click on Enroll.

Browse Organization Catalog

Search Catalog Organization Name Contains Student Service A AND Creation Date Before 09/21/2018 Go

Browse Terms
Select a term to see only courses belonging to that term
--unspecified term-- Go

Organization ID	Organization Name	Leader Names
ORG-180503-144144	President's Student Service Award	Madison Rushing, Neric Smith, Blaire Siems, Tiffany Anderson, Angela Ocker, Jennifer Terry Boyenga, Amanda Beane, Bianca Myers, Ashleigh Tierney

Organization ID **Organization Name**

ORG-180503-144144 President's Student Service Award

Enroll

5. On the following screen, click "Submit".

You have now added the President's Student Service Award, and it will appear under Organizations in your MyHills. It will automatically take you into the organization. Please note that there is a short quiz that you will need to complete that will indicate your program and expectations for your participation before you will be able to access the journal and additional information.