



PART I: Course instructions for pre-registered students required to take a course

You have been pre-registered with MyStudentBody and when you first log in, will be asked for additional information to complete your secure profile. Follow these instructions to get started:

1. Go to www.mystudentbody.com and enter your email address (first name_last name@stu.indianhills.edu) and (student ID number followed by Az) for your password, then click **Log in**. Follow the on-screen prompts to change your password and enter required information. Click continue.
2. From the My Stuff page, select the **Essentials Course** by clicking **Take Now** under *Status*.
3. Complete the questionnaire and pre-quiz for the selected module.
4. Complete all module material.
5. Complete the post-test.
NOTE: If the course consists of multiple modules, repeat steps 3-5 for each required module.
6. Complete the course survey.
7. View, print, or email your certificate of completion.
8. To take the Sexual Violence Annual Course, from the My Stuff page, select the **Sexual Violence Annual Course** by clicking **Take Now** under *Status*. Then repeat steps 3-7.

You'll return to the My Stuff page after receiving your certificate where you'll be free to explore other areas of the website such as the library in the Student Center or ask questions in the Advice area.

PART II: Follow-Up Assessment

All courses include a follow-up assessment that helps you see how you have changed since you took the course. You will receive an email 30 days after you complete the course asking you to log in to *MyStudentBody* and complete the 10-minute assessment. Please fill out the assessment as soon as possible. The information learned from this assessment will help improve alcohol and drug educational programs on your campus. Your responses will be completely confidential.

IMPORTANT: Please add techsupport@mystudentbody.com to your list of approved senders to make sure the follow-up email reaches you.

For Technical Support and Questions:

Click **Site Help** at the bottom of every screen on MyStudentBody to get answers to common questions. If you have a question about course deadlines or other campus-specific issues, please contact Jennifer Sabourin at jennifer.sabourin@indianhills.edu.