



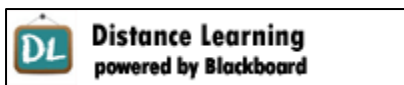
### How to Log In

1. Type <https://cc.ivytech.edu> in your web browser and press ENTER.
2. Click the **First Time Users** link to set up your account and establish your password.
3. Enter your name, birth-date, zip code and your Student ID (C#). **You must enter the information as it appears on your admissions application.**
4. Your new Campus Connect username will be displayed. Enter a password for your account.
5. Enter answers for at least 3 security questions.

### Distance Learning powered by Blackboard

**Distance Learning** is Ivy Tech's online course management system that can be used by both distance and on-campus students.

After logging in to Campus Connect, click the **Distance Learning powered by Blackboard** link in the **Quick Links** channel on the Home tab.



### Service Desk

If you need assistance with Campus Connect or any of our online services, the Service Desk can assist you.

The fastest way to get assistance is to **submit a problem ticket**. You will find a link to submit a ticket on the Campus Connect login page at <https://cc.ivytech.edu>. You can also call us at 1-877-IVY-TECH (1-877-489-8324).

### Navigating Campus Connect

Here are a few of the things you'll find inside:

**Home** **Academics** **My Campus** **Student Services** **Library**

**Home tab:** News, announcements, quick links, getting help and the Ivy Tech Whitepages directory.

**Academics tab:** Courses, transferring your credits, Distance Learning and academic options.

**My Campus tab:** Campus information, contacts, student life, campus events and activities.

**Student Services tab:** Registration, grades, financial aid, tuition payments, bookstore, career services and student resources.

The **Library tab** contains online resources through the Virtual Library

**Email, calendar & groups** icons are located in the upper right side of the screen

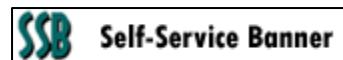


Click the **Content/Layout** link in the upper left to customize your content

### Self-Service Banner

In addition to course registration, the following services are available online through **Self-Service Banner**:

- Course search
- Grades
- Tuition payments
- Student schedule
- Transcripts
- Financial aid
- Update personal information (such as your address, phone number, email address, and emergency contacts)



To access these services, log in to Campus Connect and click the **Self-Service Banner** link in the **Quick Links** channel.



### Registering for Courses

1. After logging in to Campus Connect, click the **Self-Service Banner** link in the **Quick Links** channel.
2. Click the **Student** tab.
3. Click the **Registration** link.
4. Click the **Add or Drop Class** link.
5. Enter one or more CRN's (course request numbers) in which you'd like to register and click the **Submit Changes** button.



If you do not know the CRN's, scroll down and click the **Class Search** button to locate the CRN.

6. After submitting your registration request the system will return either a **successful registration** message or details of why registration could not occur for the CRN(s) you requested.

### Financial Aid

Financial Aid students need to familiarize themselves with **Self-Service Banner** as there are many tasks that must be completed online in order to receive financial aid. To access these services, log in to Campus Connect and click the **Self-Service Banner** link in the **Quick Links** channel.

Please refer to the **Quick Guide for Financial Aid** on the Campus Connect login page for more details.

### Virtual Library

1. After logging in to Campus Connect, click the **Library** tab. Click any of the following four boxes to get started:



2. For help using the Virtual Library, please speak with a librarian at your Ivy Tech campus library.

### Online Bookstore

1. After logging in to Campus Connect, go to the **Student Services** tab and click the **Online Bookstore powered by Follett** link.

2. Click on the **Textbooks** link.

3. If you know the CRN (Course Request Number), enter it in the Search box on the right. If not, choose the term, campus, department, course and section.



4. Select the book(s) you wish to purchase and click the **Add to Cart** button.

5. If you are new to the Online Bookstore, please click the **Register** button to create an account. Otherwise, login with your bookstore username and password.

6. Complete your order by entering a payment method. If you are using financial aid to pay for your books, select Financial Aid as your payment method. When entering your Student ID, make sure to capitalize the C.