




Quick Guide for Students

Accessing Campus Connect

1. Use a web browser to access the Internet (we recommend Internet Explorer 6+, Netscape 7+, Mozilla 1.6+ or Safari 1.2)
2. Type <https://cc.ivytech.edu> in the address line and hit ENTER
3. Click the **First Time Users** link to set up your account and establish your password
4. Enter your Username and Password in the Secure Access Login box on the Campus Connect home page
5. Click the  button

Update your Profile

1. Click the "Update Your Profile" link from the "Quick Links" channel on the **Student Services** tab



2. In the Profile Manager you can update anything that has **[edit]** beside it, including:
 - Display Name
 - Phone number
 - Photo
 - Biography
 - Presence
3. Your personal profile displays for anyone using the Ivy Tech Whitepages. If you do not want to be included in the Whitepages, click the Edit link next to **Presence** and uncheck the box that says "Display my Profile in Whitepages search results"

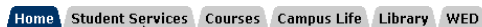
Presence: [\[edit\]](#) Your Profile and contact info will appear in Whitepages searches.



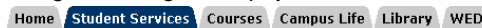
Navigating Campus Connect

Listed below is a brief description of what you will find on each tab after you have successfully logged in to Campus Connect.

1. The **Home** tab contains personal and College announcements, campus information, weather, news



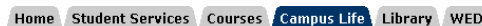
2. The **Student Services** tab contains course registration, grades, payments



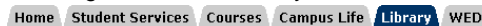
3. The **Courses** tab contains a link to eLearning powered by Blackboard



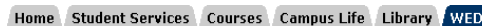
4. The **Campus Life** tab contains campus events and activities



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



6. The **WED** tab contains continuing education and workforce certification



7. Click the icons in the upper right to access your email, calendar & groups



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

[Content/Layout](#)


9. Always click the Logout button in the upper right when you are finished





Quick Guide for Students

Email

2. Click  in the upper right of your screen
3. A new browser window will open with your new email client, which is called Squirrelmail
4. Click the **FAQ** link in Campus Connect or on the Helpdesk website for instructions on Squirrelmail.
5. Students have 15MB of email storage. Contact the Helpdesk if you need more storage space.
6. Attached files cannot exceed 10MB. You can attach up to 20 files in a single email.

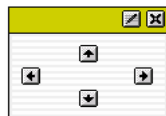
eLearning powered by Blackboard

1. eLearning is Ivy Tech's online course management system
2. eLearning can be used by all students for both online and traditional classroom courses
3. Go to the **Courses** tab and click the "From Ivy Tech Campuses" link to access eLearning



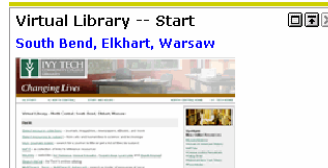
Personalize your content

1. Click the [Content/Layout](#) link in the upper left of your screen.
2. Click the arrow buttons to Move a channel.
3. Click the X button to remove a channel.
4. Click **Add Channel** to add additional content to your personal Campus Connect account.
5. Choose channels from the **News** and **Fun Stuff** categories to further personalize your content.



Virtual Library

1. Click the **Library** tab to gain access to online library services. Click on the name of your campus or click the image to access the Virtual Library.



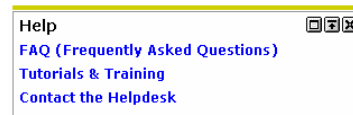
2. For help using the Virtual Library, please speak with a librarian at your Ivy Tech campus library.

Online Student Services

1. Through **Online Student Services** you can register for courses, check grades, search for courses, make tuition payments, check personal financial aid, view your unofficial transcripts, update your mailing addresses and more!
2. Go to the Student Services tab and click the **Students click here to:** link located in the Online Student and Faculty Services channel.
3. Click the long link that begins "Register for courses" in the top center of the page.
[Register for courses, view grades and transcripts, pay tuition, & information, search the course catalog and access many other](#)
4. Next click the "Student and Financial Aid" link. After a few seconds you will see the complete menu for online student services (formerly known as Web4).

Helpdesk

1. The Helpdesk provides online and telephone assistance to all students, faculty and staff.
2. Go the **Help** channel on the Home tab.



3. Click the "FAQ" link to see answers to frequently asked questions about Campus Connect.
4. Click the "Tutorials and Training" link to learn more about using Campus Connect.
5. If you need personal technical assistance, click the "Contact the Helpdesk" link to create a ticket.