



## What is My Ivy?

My Ivy is Ivy Tech's online portal. Students use My Ivy to get the latest news and announcements, check e-mail, register for classes, pay tuition, manage financial aid, and much more.

My Ivy also contains Quick Links to the websites you use most often, such as Blackboard and the Online Bookstore, as well as links to helpful resources such as FAQs, the student message board and the Technical Helpdesk.

Visit My Ivy at <https://my.ivytech.edu>.

## How to Log In – First Time Users

1. Type <http://my.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 My Ivy username will be displayed. Enter a password for your account.
5. Enter answers for at least 3 security questions.
6. Click the link to log in to My Ivy.

## Orientation

You must complete New Student Orientation online through My Ivy. Please note: This orientation program will take approximately 30 minutes, and must be completed in its entirety. You will need to have audio (headphones or speakers) in order to complete the orientation.

1. After logging in to My Ivy, click on "Student Dashboard" under STUDENT.
2. Click on "FYIvy Video" below the New or Graduating Students header.
3. Watch each segment and answer the questions that follow. You may want to take notes to be sure you remember important information.
4. You MUST complete the entire session. You are not finished until you see the "Congratulations!" message and the top bar indicates 100% Complete.

## Helpdesk

If you need assistance with My Ivy, the Helpdesk is here to support you. Click on the "Technical Helpdesk" link in My Ivy for troubleshooting help. You can contact the helpdesk online or call **1-888-IVY-LINE** (1-888-489-5463).



## Student Dashboard

The My Ivy Student Dashboard provides real-time student information and allows students to perform many tasks online rather than in-person at our various Student Services Offices.



Here are some of the things you can do in the My Ivy

- **Home**
  - Update Address and/or Phone
  - Ivy Learn
  - Ivy Alert
  - Hire Ivy
  - Ivy Life
- **Student Dashboard**
  - Add or Drop Classes
  - Course Search
  - Grades
  - Class Schedule
  - View Account/Pay Bill/ Set Up Payment Plan
  - [Tuition and Fees](#)
  - Financial Aid Awards
  - Bookstore
- **Course Info**
  - Unofficial Transcript Request
  - Request Official Transcript
  - Purchase Textbooks (links course w/specific books)
  - Schedule ACCUPLACER Assessment
- **Advising**
  - Degree Completion Tracker
  - Apply to Graduate
- **Google:** GMAIL, Google Drive, Google Hangouts

## Financial Aid

Financial Aid students need to familiarize themselves with My Ivy as there are many tasks that must be completed online in order to receive financial aid. To access these services, log in to My Ivy and locate the "Billing and Financial Aid" link under STUDENT. If your financial aid information is not there, verify that you entered the Ivy Tech School Code (009917) on your FAFSA.



## Ivy Learn

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



## Library

1. After logging in to My Ivy, click the "Library" link.
2. For help using the Library page, please speak with a librarian at your Ivy Tech campus library.



## Registering for Courses

1. After logging in to My Ivy, click on STUDENT Dashboard.
2. Click on "Add/Drop Classes"
3. Read the Registration Message and click [I Agree](#).
4. Select a Term and then click [Submit](#).
5. Next Click on [Course Search](#) link on STUDENT Dashboard.
6. Select the "correct" term the class will be occurring.
7. Select the correct subject and enter the number of the course in the Course Number field. (ie. If you are looking for ACCT 101, you will select the Subject "Accounting" and enter "101" in the Course Number field.
  - To ensure that you register for classes in this region, be sure to select the campus or campuses where you would like to take the class. *To select more than one campus at a time, click the first campus and then hold the Ctrl key on the keyboard while selecting additional campuses.*
  - To view the full list of available classes, do not enter any additional information in the search.
8. Click on [Course Search](#) at the bottom of the page.
9. When you find a section that works for you, click the check box to the left and then click [Register](#) at the bottom of the page.
10. The system will return either a **successful registration** message or details of why registration could not occur for the class you requested.
11. To add another class, repeat steps 4 through nine with the next class you need. When you are finished, you can check your class schedule by clicking the [Student Detail Schedule](#) at the bottom of the page.
12. When you are finished, you may check your class schedule by clicking the [Class Schedule](#) on Student Dashboard page.

## Dropping Courses

1. After logging in to My Ivy, click on STUDENT Dashboard.
2. Click on "Add/Drop Classes"
3. Select the Term and then click [Submit](#). (Example Fall 2017)
4. Click on the Drop down box within the course details to officially *Web Drop* the course(s).
5. When you are finished, you may check your class schedule by clicking [Class Schedule](#) link on Student Dashboard page to verify the course(s) have been officially dropped.

## Transcript Request

1. After logging in to My Ivy, click the "Course Info" link on STUDENT Dashboard.
2. Locate either Request Official Transcript or Unofficial Transcript. Follow the detailed steps outlined.
3. Student must have C# (Ivy Tech student ID Number to request an official transcript)

<a href="#">Add/Drop Classes</a>
<a href="#">Course Search</a>
<a href="#">Enrollment Verification</a>
<a href="#">Purchase Textbooks</a>
<a href="#">Registration Status</a>
<a href="#">Request Official Transcripts</a>
<a href="#">Schedule Testing Appointment</a>
<a href="#">Unofficial Transcripts</a>

## Student E-mail

Every student receives an ivytech.edu email account. The College will communicate important dates and messages to your ivytech.edu email account. After logging in to My Ivy, click the "GMAIL" icon to check your college emails. You can also find out about News, Announcements and Important Dates on the Home tab under the Personal Announcements header.

## Online Bookstore

1. After logging in to My Ivy, click the "Student Dashboard"
2. Click on the "Bookstore" 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. Returning students can log in 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.

