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

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

Visit MyIvy 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 USER 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 MyIvy 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 MyIvy.

Orientation
You must complete New Student Orientation online through MyIvy. 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 MyIvy, click on “Student Dashboard” under STUDENT.
2. Click on “FYIvy Video Start Now”
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.

Communication
Ivy Alert: Safety and Security
GMAIL: Check, Delete, and Respond to your email!
The College will communicate important dates and messages to your ivytech.edu email account.

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

Student Dashboard
The MyIvy 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 MyIvy

- **Home**
  - Update Address and/or Phone
  - Ivy Learn
  - Ivy Alert (Sign-Up)
  - Hire Ivy
  - Ivy Life

- **Student Dashboard**
  - FYIvy Video (Orientation-WATCH)
  - Course Search
  - Add or Drop Classes
  - View Account/Pay Bill/ Set Up Payment Plan
  - Grades
  - Tuition and Fees
  - Degree Completion Tracker

- **Course Info**
  - Unofficial Transcript Request
  - Request Official Transcript
  - Purchase Textbooks (links course w/specific books)
  - Schedule Testing Appointment –ACCUPLACER-
  - Class Schedule, email course instructor

- **Advising**
  - Course Information and Curriculum
  - Ivy Advising/Schedule Appointment with Advisor
  - Apply to Graduate

- **Google:** GMAIL, Google Drive, Google Hangouts

Financial Aid
Students need to familiarize themselves with MyIvy as there are many tasks that must be completed online in order to receive financial aid. To access these services, log in to MyIvy 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.

If you need assistance with MyIvy, or any of our online services, the Helpdesk will 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 MyIvy login page at https://my.ivytech.edu. You can also call us at 1-888-IVY-LINE (1-888-489-5463).
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