



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 FYIvy online through MyIvy. 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 (30-minutes in length). You are not finished until you see the “Congratulations!” message and the top bar indicates 100% Complete. Please take a picture or screen capture of this screen and email it to your Dual Credit College Advisor.

Testing

If you have been advised to take the ACCUPLACER, you will need to:

1. Set-up your MyIvy Account.
2. After logging in to MyIvy, click the “Course Info” link on STUDENT Dashboard.
3. Click “Schedule Testing Appointment” to register for a time to take the ACCUPLACER on campus.

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.

ADDING YOUR IVY TECH EMAIL TO YOUR PHONE:

IOS: Settings> Accounts & Passwords> Add Account> Exchange>

Enter Ivy Tech Email> Next> Sign In> Enter Password> Sync Mail

ANDROID: Download Microsoft Outlook App>Add Account>

Enter Ivy Tech Email and Password



Payment Plan

To access statement login to student’s MyIvy account to review, establish payment plan, and to pay balance. Payment in full or payment plan deadline is the **Friday** prior to classes starting each semester. Student will not receive an Ivy Tech Community College statement through the mail. Students should complete FERPA Waiver allowing access for parents/guardians to access account.

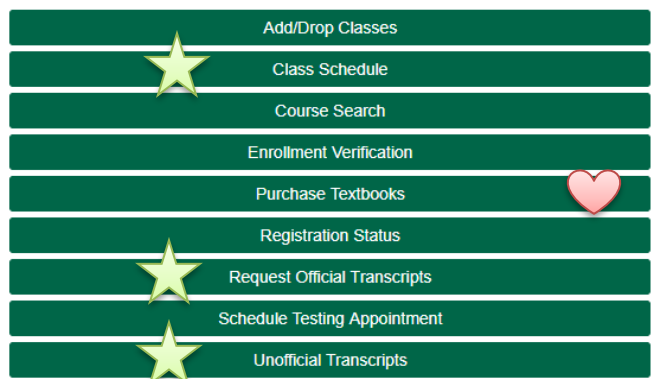


Online Bookstore/Purchase Textbooks Link

1. After logging in to MyIvy, click the “Course Info” link on STUDENT Dashboard.
2. Select “Purchase Textbooks” (see image above).
3. Choose term of class and click “Submit.”
4. Confirm your list of classes and then click “Order your Books”
5. This will connect you to the Bookstore where you can purchase your books. If you decide to purchase your books elsewhere, please be sure to match the ISBN # and edition of the book.

Transcript Request

1. After logging in to MyIvy, click the “Course Info” link on STUDENT Dashboard.
2. Follow screen prompts to view an Unofficial Transcript for free!
3. To request an Official Transcript follow the detailed steps outlined on screen, student must have C# and cost is \$5.00.





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.

Ivy Learn

Ivy Learn is Ivy Tech’s online course content access portal for both online and traditional face-to-face courses. Ivy Learn and MyIvy utilize the same login information. Please login to Ivy Learn and set-up your notification preferences in order to be reminded about assignments and due dates via text or email.



Library

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

Course Search & Registration



Course Search

1. Login to MyIvy, *click* on STUDENT Dashboard.
2. *Click* on “Course Search” icon.
3. *Select* Search by Term (Ex. Fall 2019) *click* Submit.
4. *Select* the correct Subject and enter the number of the course in the Course Number in the 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 at the correct campus, be sure to select either Fort Wayne, Wabash, or Warsaw.
 - If you have a hold/pin# on your account contact your advisor.
5. *Click* on Section Search at the bottom of the page.
6. *Review* days(s) of week, times, instructor, dates, and location.
7. When you find a section that works in your schedule, click the status box to the left and then click *Register* at the bottom of the page.
8. The system will return either a **successful registration** message *or* details of why registration could not occur for the class you requested.
9. To add another class, repeat steps 4 through 8 with the next class you need.
10. When you are finished, you may review your schedule on the Course Info link: Class Schedule.

Dropping Courses



Add/Drop Classes

1. After logging in to MyIvy, *click* on STUDENT Dashboard.
2. *Click* on “Add/Drop Classes.”
3. *Select* Search by Term (Ex. Fall 2019) *click* Submit.
4. *Click* on the Drop down box within the course details to officially Web Drop the course(s). *Click* submit changes.
5. When you are finished, you may review your schedule on the Course Info link: Class Schedule.
6. Notify Advisor when dropping a class(es).

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).

