

Setup MyIvy Student Account

1 Go to myivy.ivytech.edu and click on **First Time User**

2 Scroll to the bottom of the Ivy Tech Community College Acceptable Use Policy and click on **I Agree**



3 Find your **MyIvy-IvyLearn Handout** and type in your Ivy Tech student issued email

Please enter your email address below to start managing your account.

Ivy Tech Email Address*

Get Started

[Don't know your Ivy Tech email address?](#)

4 Use your **MyIvy-IvyLearn Handout** to enter the following information, then click on **Submit**

First name*

Last name*

C Number*

Students can find their C Number on

Date of birth*

Zip code*

5 Enter your **personal email** and **phone number** twice then click **Submit**

Recovery Email Address

Confirm Recovery Email Address

Recovery Phone Number

Confirm Recovery Phone Number

- 6 Select either **personal email** or **phone** to receive your validation code. Then check off **"I'm not a robot,"** then click **Next**.

Choose your method:

By email

s...e@gmail.com

By phone

...-1234 Text Voice

Standard data fees and text messaging rates may apply.

I'm not a robot

- 7 Enter in the validation code sent to either your **personal email** or **phone** and click **Next**

Enter your validation code below.

You should receive your validation code shortly. Once you have received your code, please enter it in the field below.

Validation code*

Still waiting for your validation code?

If you haven't received your validation code, please [request a code](#).

- 8 Set up your **password** with the following parameters, and click **Submit**
at least 8 characters long, 1 capital letter, 1 symbol, 1 number
EXAMPLE ONLY: Ivytech_1

Password Requirements:

- Minimum length of eight characters
- Must contain at least three out of the four following character types:
 1. Special characters (for example: !, \$, #, %)
 2. Numbers
 3. Uppercase letters
 4. Lowercase letters

Password Rules:

- Reuse of passwords is not allowed.
- Do not include any part of your name or username.

New Password

Enter your new password in both fields and click submit.

Password*

Confirm password*

- 9 Write down your password in the space provided in your **MyIvy-IvyLearn handout**.

- 10 Click back on MyIvy, login with your Ivy Tech email and newly created password.

- 11 In MyIvy Homepage, activate your Ivy Tech **Gmail** and your **IvyLearn**. You may have to re-enter your Ivy Tech log-in credentials for each time you access it.

Note: If your account gets recognized as an already existing user, you may be prompted to go through recovery security questions. In this scenario, you will need have at least 3 out of 6 correct to reset.

If you are unable to and or you get locked out, please call the help line at **1-888-489-5463** and press **4** to get help accessing your MyIvy. You will be asked for your **C# (student ID)** and a few other verification questions.