



### 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, 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

Go to <https://myivy.ivytech.edu/>

1. Click on "First Time User?"
2. Review the Ivy Tech Community College Acceptable Use Policy and click "I Agree"
3. Enter the requested information (your Ivy Tech Email Address is username@ivytech.edu)
4. Click "Get Started"
5. Enter your personal information (Your student ID number is C0000000)
6. Enter your personal email address and cell phone number for your validation code and choose your preferred method to receive your code
7. Check "I'm not a robot"
8. Click "Next"
9. Enter your validation code
10. Click "Next"
11. Create your password
12. Log In

### FYIvy

You can complete FYIvy through your My Ivy account. Please note: This 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" below the New and 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 Student Dashboard:

- Student Schedule
- Financial Aid management
- Add or Drop Classes
- View Account/Pay Bill
- Course Search
- Set Up Payment Plan
- Transcripts
- Registration Status
- Grades
- View Holds
- Degree Status (DARS)
- Update Address and/or Phone

### 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



<https://my.ivytech.edu>

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.

After logging in to My Ivy, click the Ivy Learn icon in the middle of the screen.



### Registering for Courses

#### HOW TO USE SCHEDULE BUILDER

1. Log into MyIvy
2. Select "Student" (left hand side)
3. Select "Course Info" (left hand side)
4. Select "Schedule Builder" (green bar link under Add/Drop Classes and above Class Schedule)
5. Select the term and Save.
6. Select the campus(es) you wish to see courses from and Save. Include Ivy Online if you are considering online courses.
7. Verify your address by following the prompts. When complete, click back on the Schedule Builder tab to complete your registration.
8. Choose your optional filters for your course search – course status (open, open and full, open and full with waitlist open), instruction modes (traditional, online, etc.), and part of term (first 8 weeks, 16 weeks, etc.)
9. If you have an academic plan from your advisor, you can click to load those courses directly into the schedule builder. Otherwise, you can select courses by clicking on Add Course.
10. Add any breaks (times you do not wish to take classes) to assist in finding the optimal course schedule for you.
11. Click on Generate Schedules. Compare and find your favorite one. When you're ready, click on Add to Shopping Cart.
12. If registration is open for the term, click on Register. Enter the PIN you received from your advisor. The system will notify you if you were successfully registered and let you know if there were any issues with your registration.

You can print or e-mail your schedule at any point during this process.

### Student E-mail

Every student receives an ivytech.edu e-mail account. The College will communicate important dates and messages to your ivytech.edu email account.

After logging in to My Ivy, click the "Outlook" 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.

### 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.

### Online Bookstore

1. After logging in to My Ivy, click the "Student Dashboard" link under STUDENT.
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. When entering your Student ID, make sure to capitalize the C.



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