MyIvy QUICK GUIDE

WHAT IS MyIvy?

MyIvy is Ivy Tech's online portal. Teachers, administrators and students alike can use MyIvy to get the latest news and announcements, unofficial/official transcripts, check email and much more.

MyIvy also contains Quick Links to websites most often used, such as IvyLearn and the online bookstore, as well as links to helpful resources such as FAQs, the message boards and the HelpDesk. Visit MyIvy at **https://myivy.ivytech.edu** to explore.

HOW TO LOGIN – FIRST TIME USERS

1. Type **https://myivy.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 Ivy Tech ID number (C#). You must enter the information as it was provided to ITCC.

4. Follow the security instructions to complete the first time user process.

STUDENTS REQUESTING TRANSCRIPTS T

Unofficial
1. Student logs into MyIvy
2. Click on "STUDENT" in the green area to the left
3. Click on "Course Info"
4. Click on green "Unofficial Transcripts" link
5. Click "Submit"

Check your Unofficial Transcript before ordering an Official one.

Official Transcripts
1. Student logs into MyIvy
2. Click on "STUDENT" in the green area to the left
3. Click on "Course Info"
4. Click on green "Request Official Transcripts" link
5. Click "Access the Transcript ordering Site"
6. Then provide the needed information and follow the instructions *A credit or debit card is needed

GOOGLE E-MAIL, HANGOUTS, AND DRIVE

Every individual with an ITCC account receives an ivytech.edu Google account that includes a GMAIL, Google Hangouts, and a Google Drive.

To access, log into MyIvy, click on the appropriate link that appears on the left-hand side of the home screen.

TECHNICAL HELPDESK

If you need help with MyIvy, the Technical Helpdesk can assist you. Contact the Technical Helpdesk by dialing (888) IVY-LINE (1-888-489-5463) and pressing option 4 or by submitting a Helpdesk ticket at **https://myivy.ivytech.edu**, on the Answer Center page.

VIRTUAL LIBRARY

1. After logging into MyIvy, click the LIBRARY link on the left.

2. Once the Library webpage appears, click on any of the links or "Ask a Librarian."

3. For help using the library, please speak with a librarian at your Ivy Tech campus library.