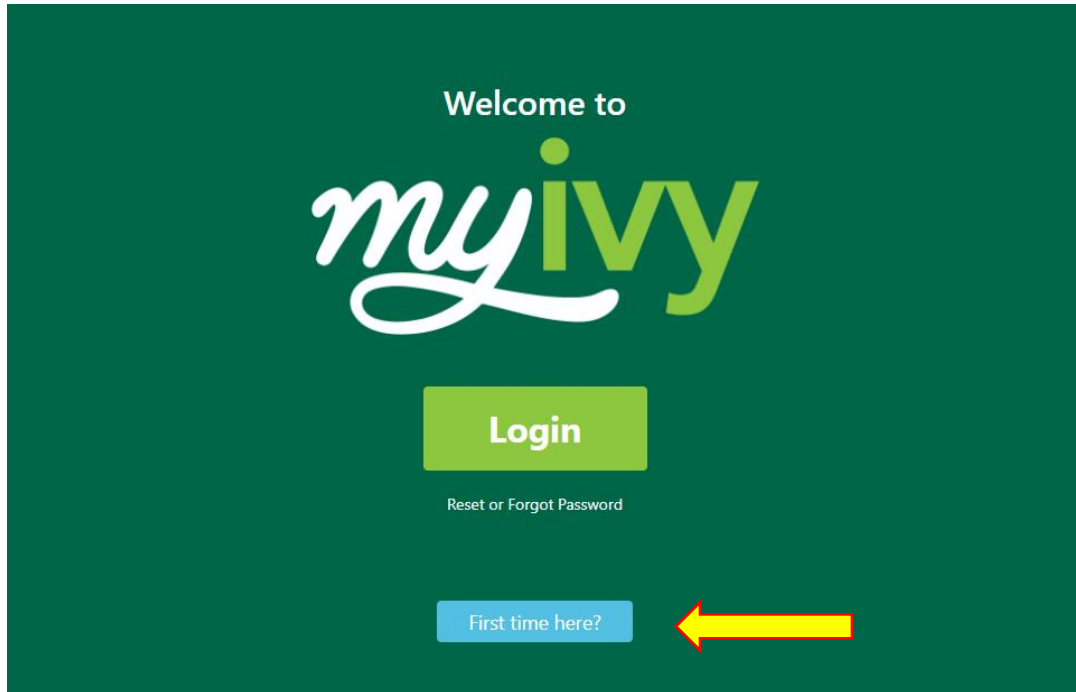




How to set up MyIvy

- Start by going to <https://myivy.ivytech.edu/>
 - Select **First time here?** to set up your account for the first time.



- On the following page, select **I AGREE** at the bottom right corner of your screen.

Compliance

Individuals found to be in violation of this Acceptable Use Policy, may lose their College computing privileges, either temporarily or permanently, and could also face other disciplinary actions as outlined in the Student Handbook, Full-time/Part-time Employee Handbooks, and the Academic Support and Operations Manual. Illegal activity involving College computing systems by a user may also result in disciplinary and/or legal action leading up to and including termination of employment and/or criminal prosecution, and the user may be held personally liable for any and all damages caused.

Referenced Documents

- [Full-time Employee Handbook](#)
- [Part-time Employee Handbook](#)
- [Student Handbook](#)
- [Academic Support and Operations Manual](#)

I AGREE

- On the next page, you will be prompted to enter your Ivy Tech email address. If you do not know your Ivy Tech email address, you can select the option for **Don't know your Ivy Tech email address?** Remember Ivy Tech email ends as @ivytech.edu

Ivy Tech Community College Account Management Home

Account Management Home

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?](#)

- If you select the option that you do not know your Ivy Tech email, the following page will require the information seen below. Enter your legal First Name, Last Name, Ivy Tech C Number, **you will include the C and the first number is 0 (zero) not the letter "O"**, date of birth, and zip code. Remember all personal information must match the information from the Ivy Tech system. If you do not know your C Number, you can contact your school counselor or reference your Dual Enroll.com account at ivytech.dualenroll.com to locate it.

Account Detail Form

Enter your information below exactly as it appears on your College record. If your information does not match, please contact the Registrar's Office at your campus if you are a student. Faculty and staff should contact Human Resources if information does not match.

First name*

Last name*

C Number*

Students can find their C Number on their student schedule bill. Faculty and staff can contact Human Resources for help finding their C Number.

Date of birth*

Zip code*

[Submit](#)

- The following page will display your Ivy Tech email. **Please make note of your Ivy Tech email**, as it will be required to log into your account. You will also be asked to add a Recovery Email Address and Recovery Phone. It is recommended to use a **personal email versus your High School email and your Cell number for the Recovery Phone**. If

you have previously set this up and no longer have access to your personal email or cell number, you will need to contact the Registrar's Office to update your Recovery Settings. **Registrar's Office** contact: 812-429-1434 or Evansville-Registrar@ivytech.edu

Recovery Settings for ██████████@ivytech.edu

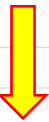
Recovery Email Address

Confirm Recovery Email Address

Recovery Phone Number

Confirm Recovery Phone Number

Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier.



- To validate your identity, Ivy Tech will need to send you a validation code. The screen below will provide the option to send an email or text (or voice) to receive the validation code. Make sure to select **I'm not a robot**, then select the Next button.

Recovery contact information saved.

Send Validation Code


Where should we send your validation code?
For your security, we need to verify your identity. Please select how you would like to receive the validation code.


Choose your method:

By phone
...-7714 Text Voice

Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier.

I'm not a robot

 [Privacy](#) [Terms](#)



- Check your email (may need to check your Spam/Junk) or text messages for the validation code. Once you have located your validation code, enter it, then click Next.

Verify Validation Code

Enter your validation code below.

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

Validation code*

Still waiting for your validation code?

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

Cancel Next

Need assistance?

- On the following page, you will need to create your password for MyIvy. Please look at the password requirements on the left side of the screen. Once you have created your password, you will need this password to log into MyIvy and Knowledge Assessment. Make a note of your MyIvy password.

You successfully verified your identity

Password Setup

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*

Cancel Submit

- Your MyIvy account is now set up and activated. To log into MyIvy, you can select the green option for MyIvy in the page you see after setting up your password.

✔ Success!

Password successfully updated!

You can now use your new password when logging in to MyIvy, IvyLearn, or any other Ivy Tech system.

Please close your browser if you are finished managing your account.

Need assistance?

If you are experiencing issues with this system, please contact the Helpdesk at 1-888-IVY-LINE (option 4) or [submit a helpdesk ticket](#) for assistance.

- You can also return the landing page for MyIvy at: <https://myivy.ivytech.edu/>

