Computer Tutorial

Log In to MyHills and Log Out of MyHills

Purpose: To show students how to log in to MyHills, change their password, and log out.

Introduction: MyHills (powered by Blackboard) is an Internet-based program used to provide course content to students and to enable interaction among students and faculty in online, hybrid, and many on-campus courses.

IMPORTANT NOTE REGARDING YOUR USERNAME AND PASSWORD:
When you were accepted to Indian Hills Community College, a student email account was created for you. Your student email address will be used to access WIN, MyHills, and Student WebMail.

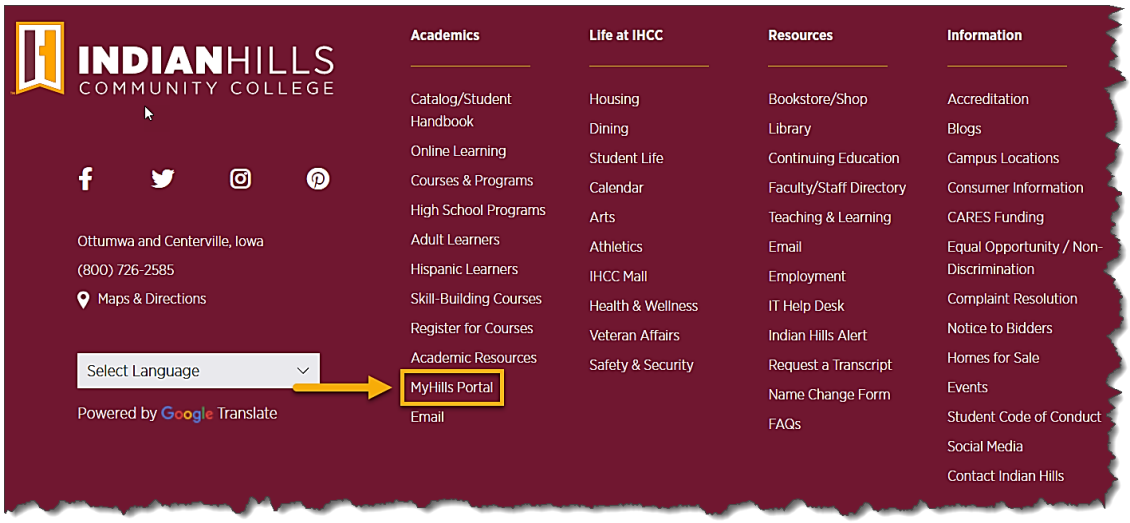
A student email, or "User ID," is usually in the following format: **firstname_lastname@stu.indianhills.edu**.

If this is your first time accessing WIN, MyHills, and Student WebMail, then your default password is your Student Number followed by "Az" (capital "A" and lowercase "z"). For example, if someone's seven digit Student Number is "0123456," then his/her default password would be "0123456Az." **If you have questions regarding this information, please contact the IT Help Desk.**

It is important that you change your password to something more secure, as anyone who discovers your Student Number could potentially access your account.

Students are automatically into their courses after they have registered. This usually takes no more than one business day.

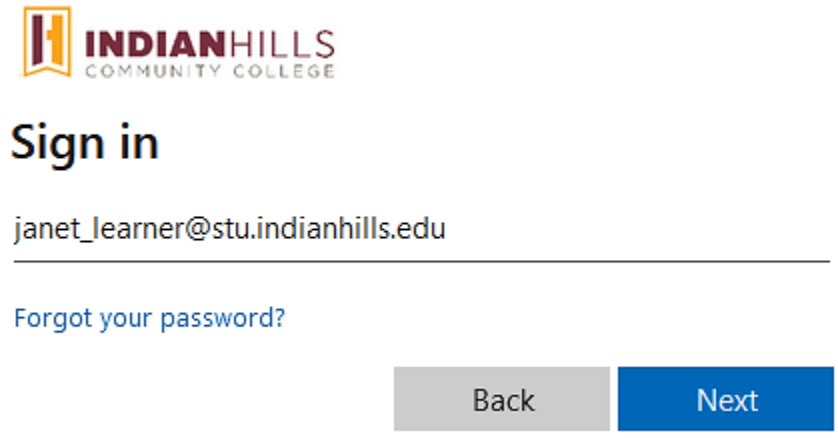
On the IHCC website (www.indianhills.edu), click "**MyHills Portal**" from the footer on any page.



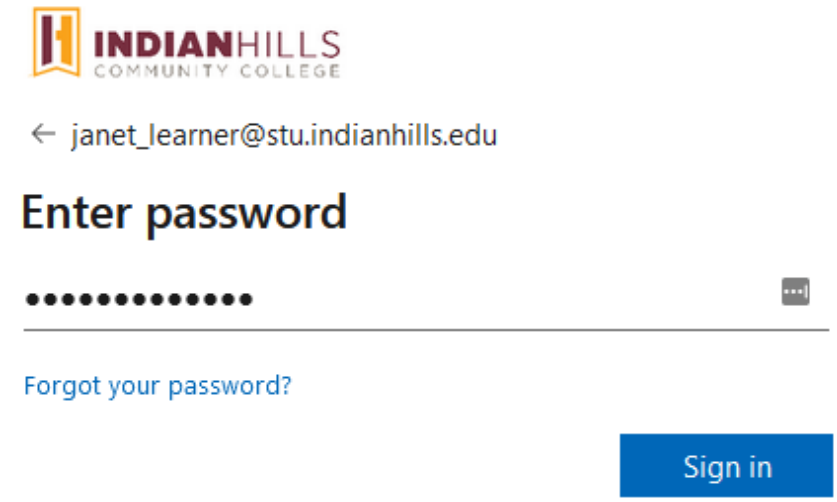
You are now on the **"**MyHills Portal Login**"** page. Click **Sign in with your IHCC account**.

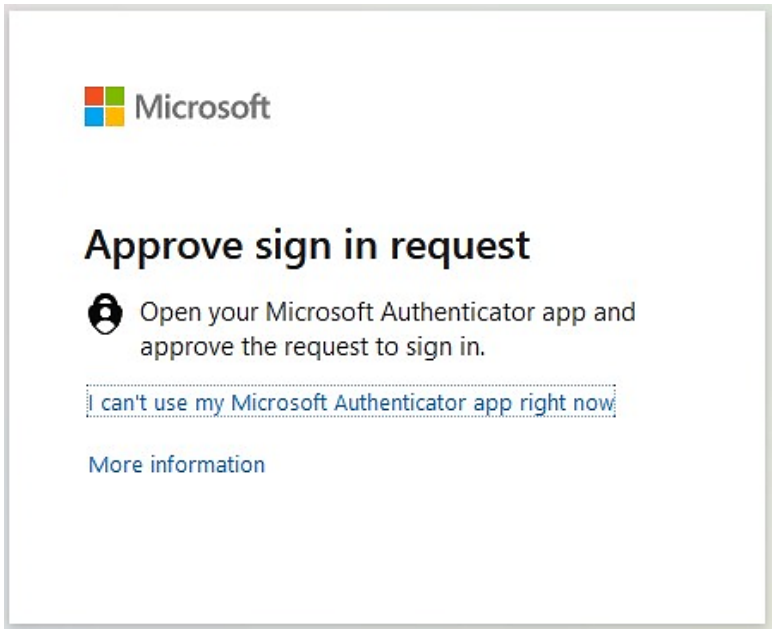
You are now on the **"**Portal Login**"** page. Sign in using your "**Indian Hills Community College email address**" in the space provided. Once you enter your username, click "**Next**."

Note: A student email address is usually 'firstname.lastname@stu.indianhills.edu' If you are unsure what your email address is, please click 'Can't access your account?' for assistance.

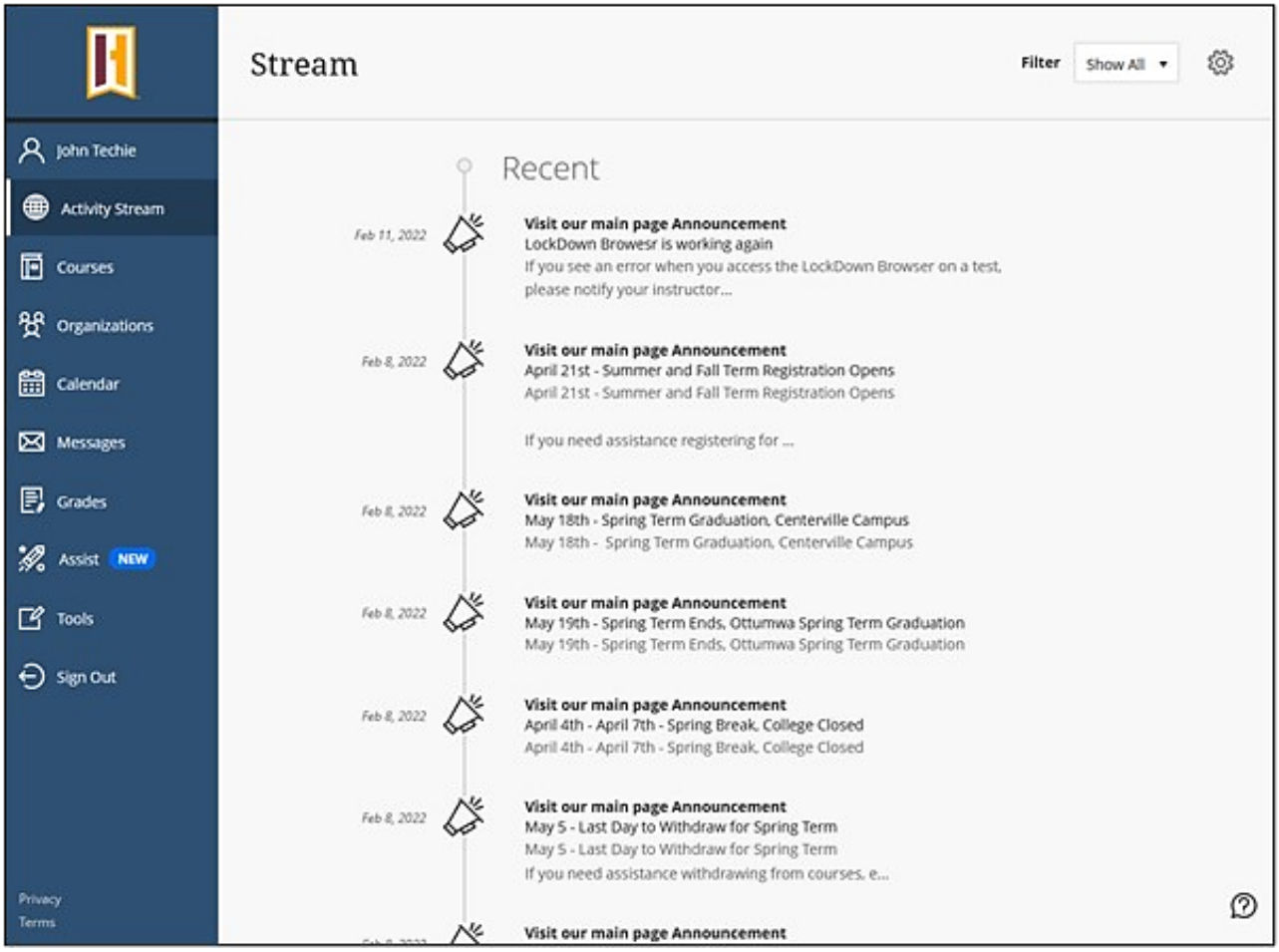


Enter your password, then click "**Sign in**."





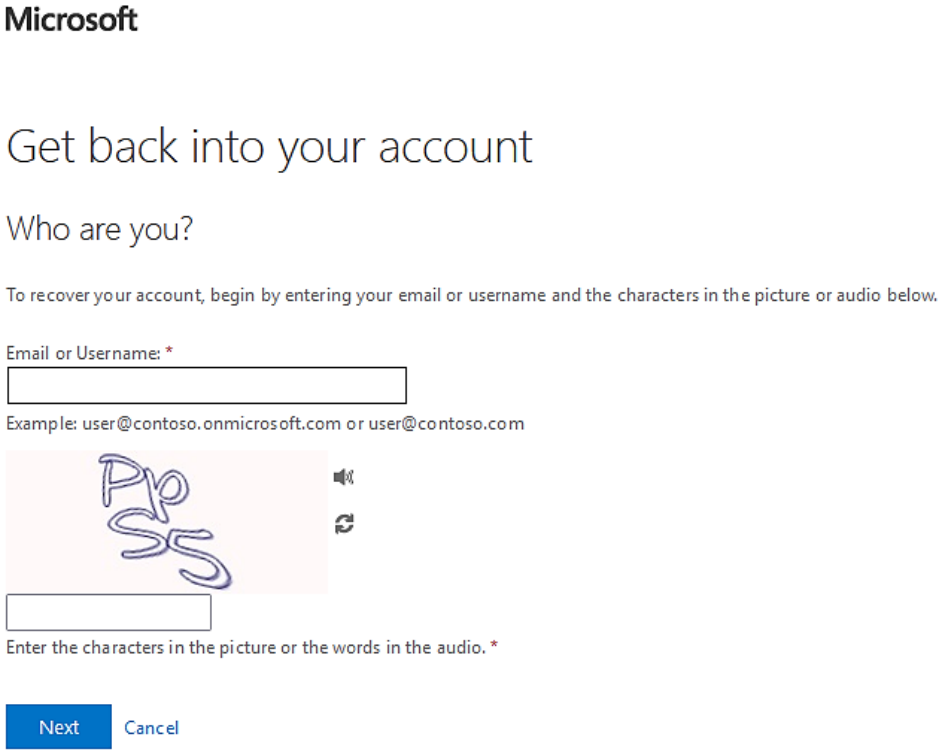
You will be prompted to authenticate your account using **the Microsoft Authenticator app** or a **college assigned token**. Once you have authenticated your account, you will be taken to the MyHills home page.


Stream
Filter
Show All
John Techie
Activity Stream
Courses
Organizations
Calendar
Messages
Grades
Assist
NEW
Tools
Sign Out
Privacy
Terms
Recent
Feb 11, 2022
Visit our main page Announcement
LockDown Browesr is working again
If you see an error when you access the LockDown Browser on a test, please notify your instructor...
Feb 8, 2022
Visit our main page Announcement
April 21st - Summer and Fall Term Registration Opens
April 21st - Summer and Fall Term Registration Opens
If you need assistance registering for ...
Feb 8, 2022
Visit our main page Announcement
May 18th - Spring Term Graduation, Centerville Campus
May 18th - Spring Term Graduation, Centerville Campus
Feb 8, 2022
Visit our main page Announcement
May 19th - Spring Term Ends, Ottumwa Spring Term Graduation
May 19th - Spring Term Ends, Ottumwa Spring Term Graduation
Feb 8, 2022
Visit our main page Announcement
April 4th - April 7th - Spring Break, College Closed
April 4th - April 7th - Spring Break, College Closed
Feb 8, 2022
Visit our main page Announcement
May 5 - Last Day to Withdraw for Spring Term
May 5 - Last Day to Withdraw for Spring Term
If you need assistance withdrawing from courses, e...
Visit our main page Announcement

How to Change Your Password

If you forget your password or would like to change your password, click "**Forgot my Password**".

The "Password Maintenance" page will open. Follow the instructions to change your password.



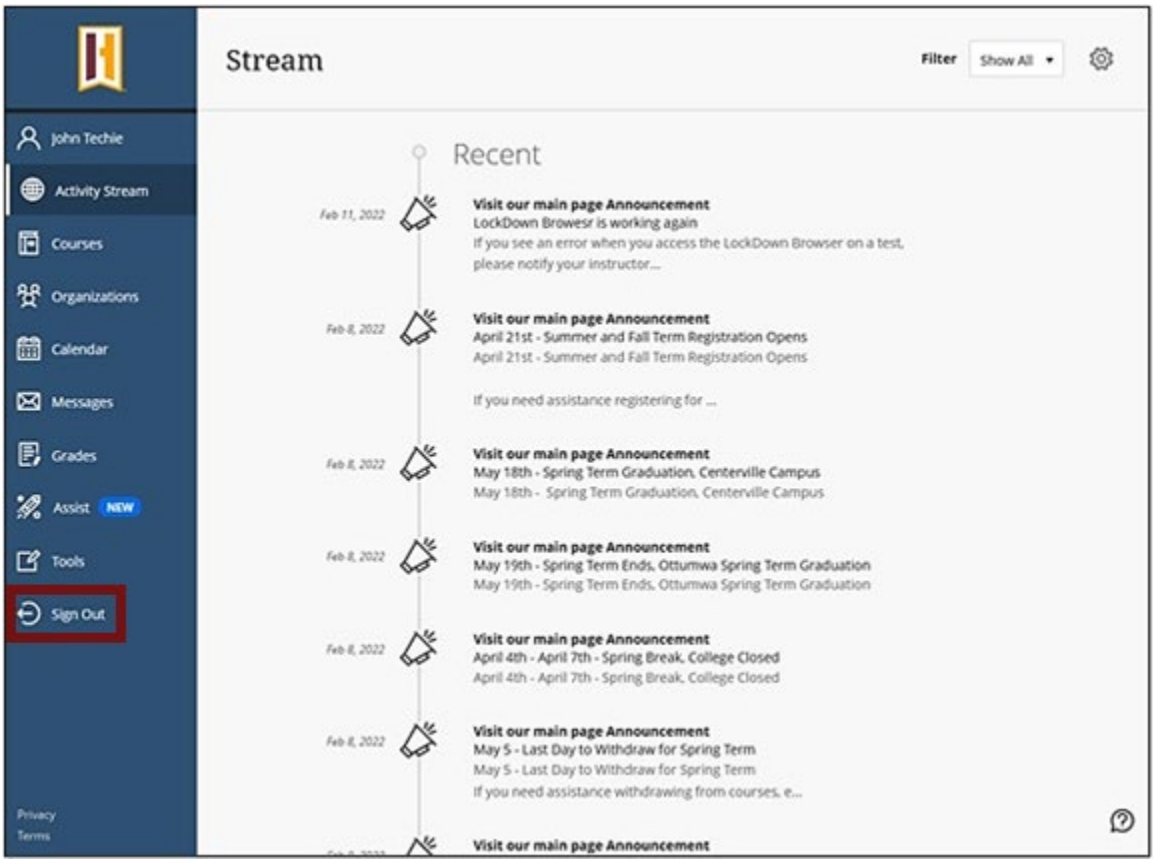
Note: Remember, your new password must be six to nine characters in length, and must contain *at least* one capital letter, one lowercase letter, and one number.

Note: The password you use to log in to MyHills is the same password you use to log in to WIN, and Student WebMail. So, if you change it here, you are changing it everywhere.

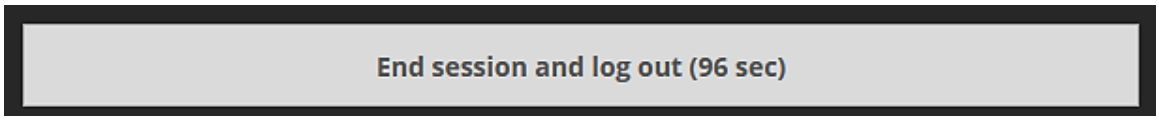
How to Log Out of MyHills

When you are ready to exit MyHills, click "**Sign Out**" at the bottom-left of the blue menu.

Note: It is VERY important that you click both the "Sign Out" button, and then close your internet browser, to log out of MyHills. If you do not complete both of these steps, and are using a public computer, another person could access your MyHills account.



Confirm that you wish to **End session and log out**.



Congratulations! You now know how to log in to MyHills, change your password, and log out.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*