



Computer Tutorial

Log In To MyHills

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

Introduction: MyHills is an Internet-based program that Indian Hills Community College uses 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:

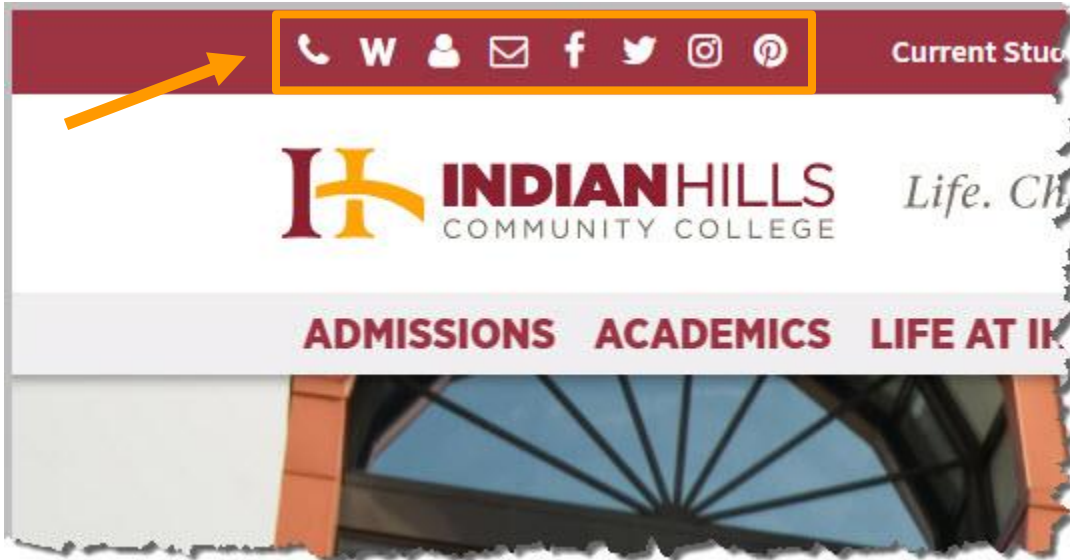
firstname_lastname@stu.indianhills.edu.

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.

The Indian Hills Community College Office of Information Technology (IT) enrolls students automatically into their MyHills courses after they have registered for their courses in. This usually takes no more than one business day.

From the Indian Hills Community College homepage (www.indianhills.edu), find the “Menu Links” across the top of the homepage.



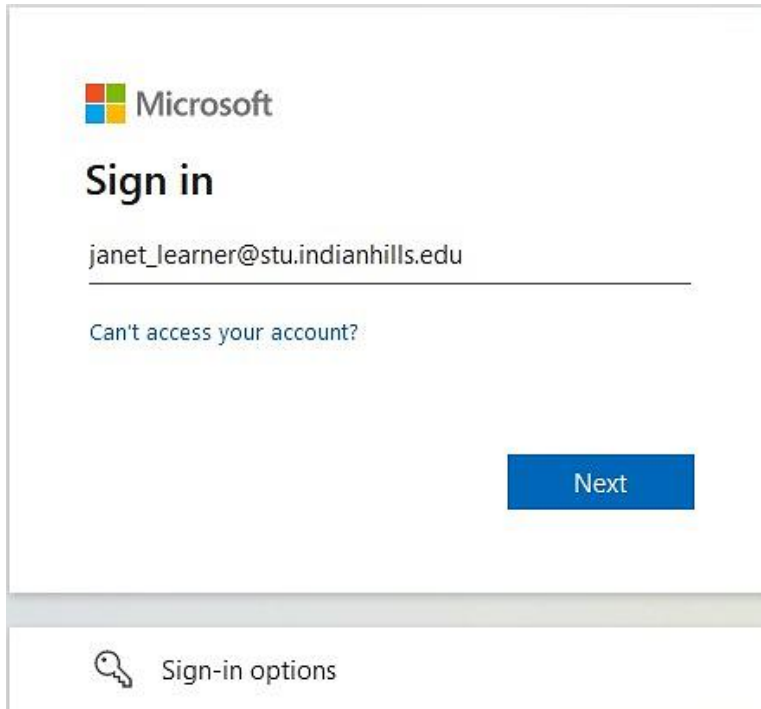
Select “MyHills Portal” using the icon provided.



You are now on the “MyHills Portal Login” page.

You are now on the “Portal Login” page. Sign in using your “**Indian Hills Community College email address**” in the space provided.

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.




Microsoft

Sign in

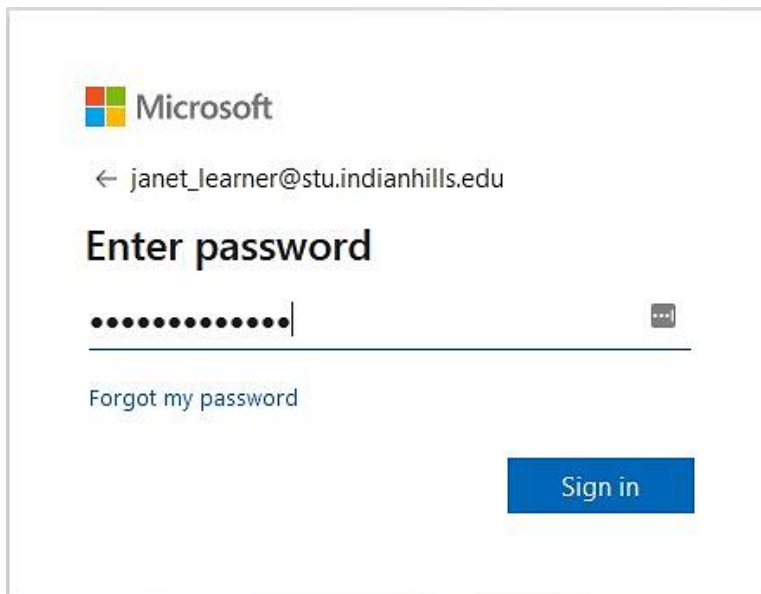
janet_learner@stu.indianhills.edu

[Can't access your account?](#)

Next

 [Sign-in options](#)


Once you enter your username, click “**Next.**”



Microsoft

← janet_learner@stu.indianhills.edu

Enter password

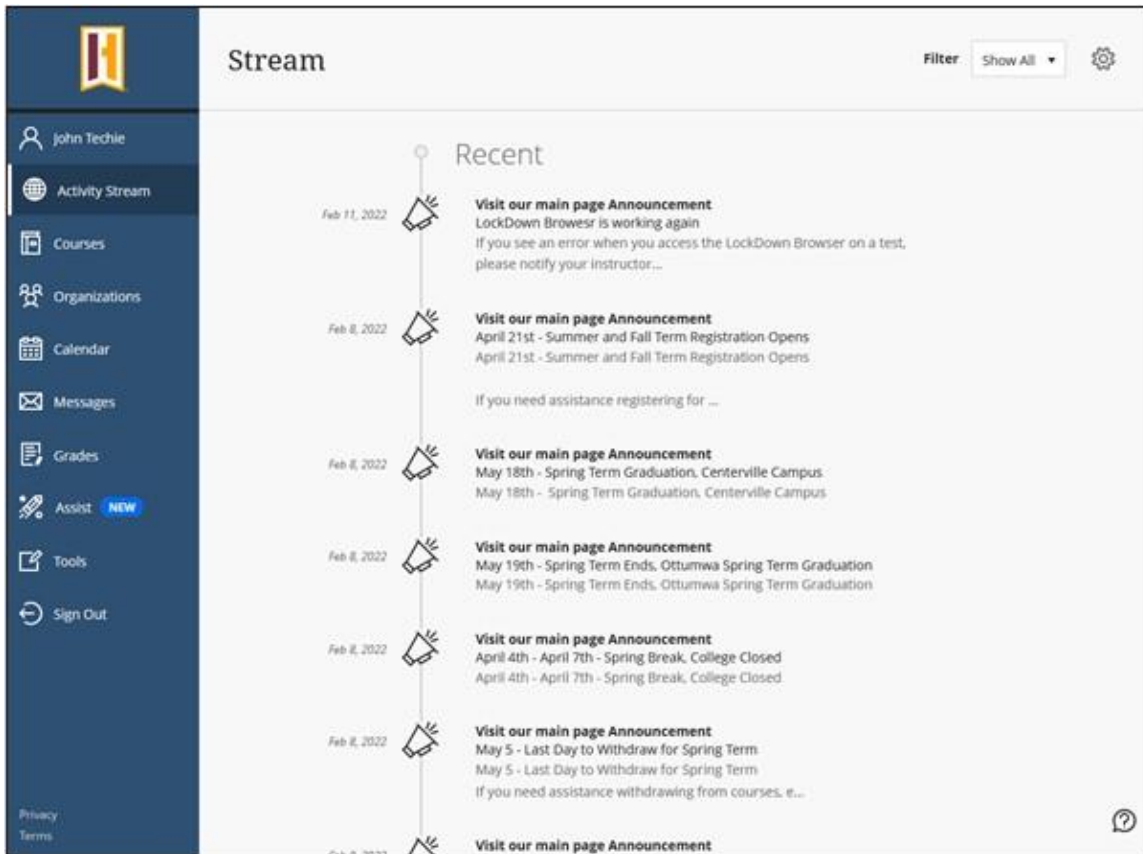
.....| 

[Forgot my password](#)

Sign in

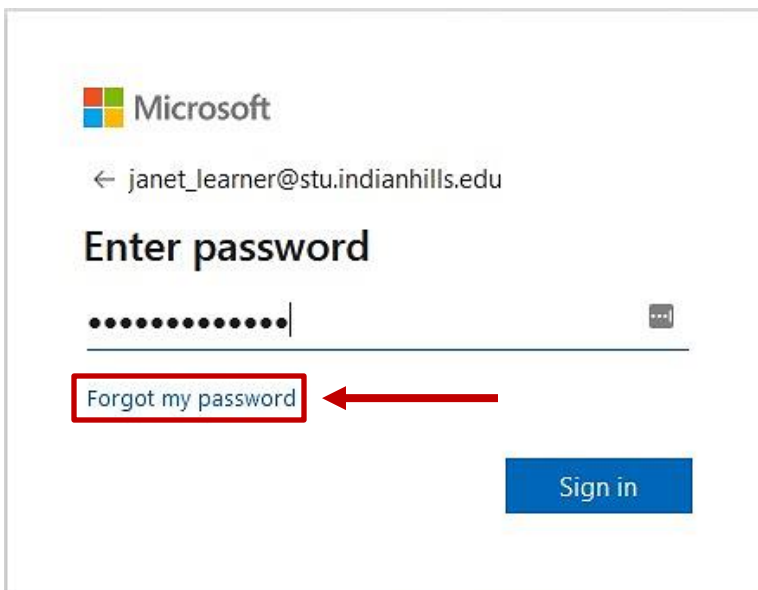
Enter your password, then click “**Sign in.**”

Once you have signed in to your account, you will be taken to the MyHills home page.



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.



Password Maintenance ←

Enter your username to reset your password.

USERNAME:

Type your "USERNAME" in the box provided.



Password Maintenance

Enter your username to reset your password.

→ USERNAME:

Then, click "SUBMIT."




Password Maintenance

Enter your username to reset your password.

USERNAME:

→

The "Your Security Question" page will open.



Your Security Question ←

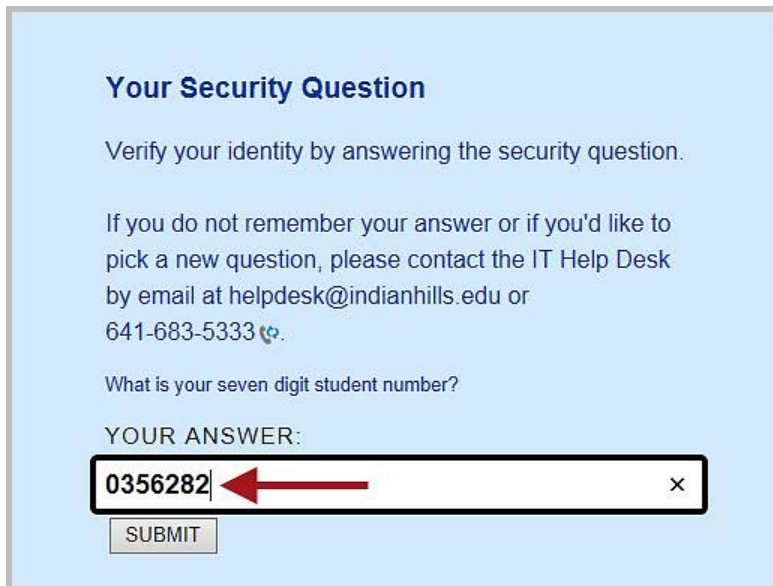
Verify your identity by answering the security question.

If you do not remember your answer or if you'd like to pick a new question, please contact the IT Help Desk by email at helpdesk@indianhills.edu or 641-683-5333 ☎.

What is your seven digit student number?

YOUR ANSWER:

Type your **seven digit Student Number** in the "YOUR ANSWER" box.



Your Security Question

Verify your identity by answering the security question.

If you do not remember your answer or if you'd like to pick a new question, please contact the IT Help Desk by email at helpdesk@indianhills.edu or 641-683-5333 ☎.

What is your seven digit student number?

YOUR ANSWER:

 ←

Then, click "SUBMIT."

Your Security Question

Verify your identity by answering the security question.

If you do not remember your answer or if you'd like to pick a new question, please contact the IT Help Desk by email at helpdesk@indianhills.edu or 641-683-5333.

What is your seven digit student number?

YOUR ANSWER:

The "Change Your Password" page will open.
Your username should appear in the "USERNAME" box.

Change Your Password

Change your password below. Your new password must be between 6 to 9 characters and must contain at least one lowercase letter, one uppercase letter, and one number.

USERNAME:

NEW PASSWORD:

CONFIRM NEW PASSWORD:

Type your new password in the “NEW PASSWORD” box. **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.**



Change Your Password

Change your password below. Your new password must be between 6 to 9 characters and must contain at least one lowercase letter, one uppercase letter, and one number.

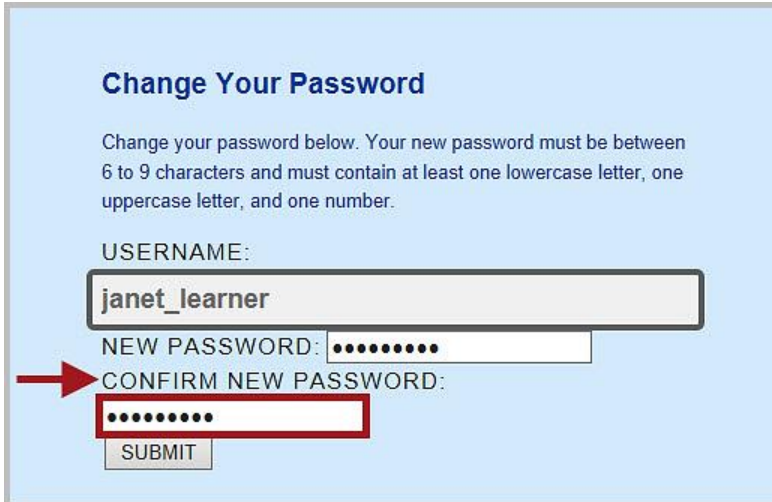
USERNAME:

NEW PASSWORD:

CONFIRM NEW PASSWORD:

Then, re-type your “NEW PASSWORD” in the “CONFIRM NEW PASSWORD” box.

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.



Change Your Password

Change your password below. Your new password must be between 6 to 9 characters and must contain at least one lowercase letter, one uppercase letter, and one number.

USERNAME:

NEW PASSWORD:

CONFIRM NEW PASSWORD:

Then, click “SUBMIT.”

Change Your Password

Change your password below. Your new password must be between 6 to 9 characters and must contain at least one lowercase letter, one uppercase letter, and one number.

USERNAME:

NEW PASSWORD:

CONFIRM NEW PASSWORD:

The “Change Your Password” page will open. Your password has been changed when the message “*Your password has been changed*” appears

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

Change Your Password

→ Your password has been changed. [Click here](#) to continue.

Select “**Click here**” to return to the “MyHills Portal Login” page.

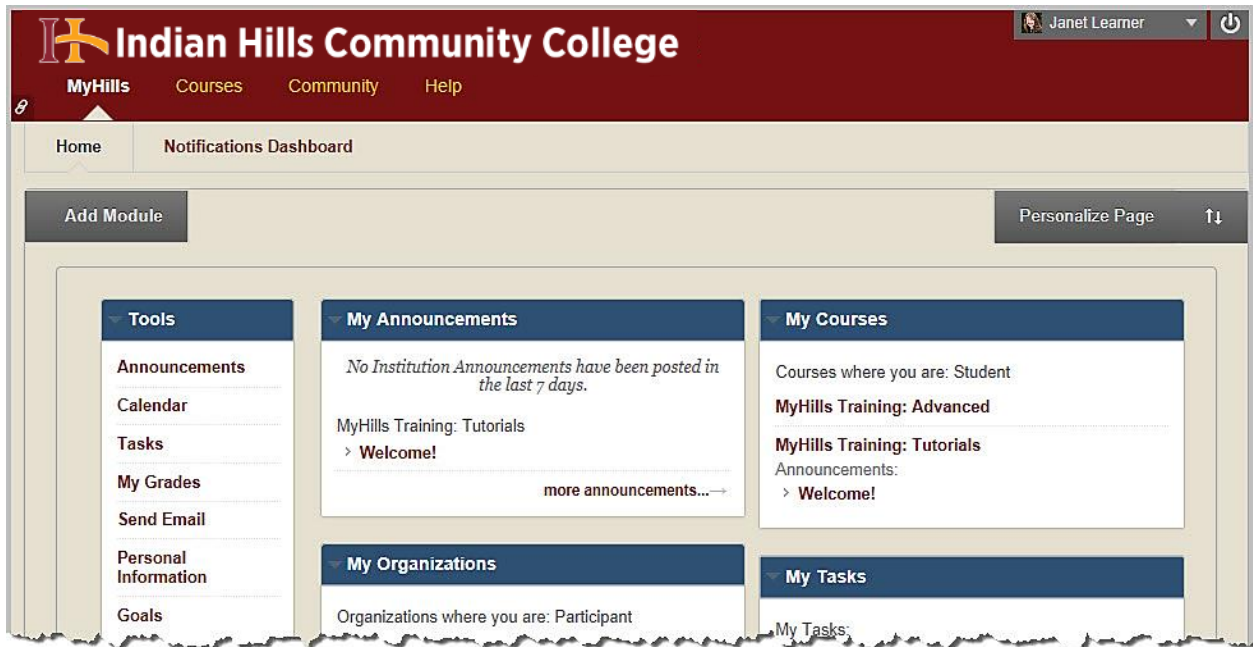
Change Your Password

Your password has been changed [Click here](#) to continue.

How to Log Out of MyHills

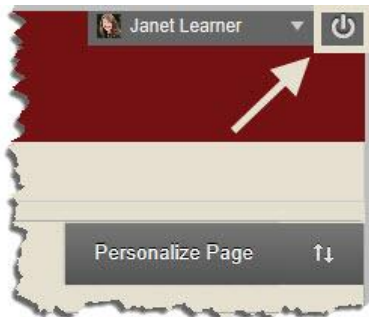
Now, log in to MyHills, as described earlier in this tutorial. After logging in, you should see your personal “MyHills Home” page.

Note: For information on the various parts of this page, please see the tutorial “Navigate and Manage Your MyHills Home Page,” available in the tutorials area of the Indian Hills website (www.indianhills.edu/tutorials).

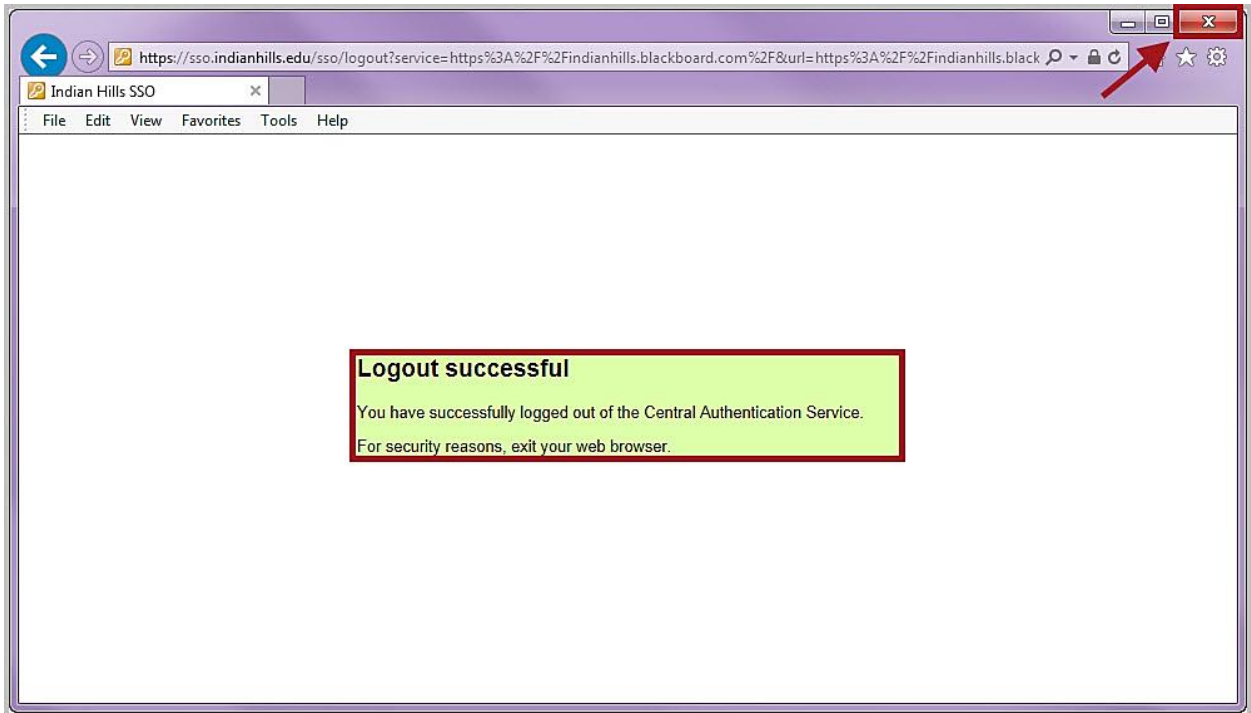


When you are ready to exit MyHills, click the “Logout” button in the upper-right corner.

Note: It is VERY important that you click both the “Logout” 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.



The “Logout successful” message will appear. Click the “X” in the upper-right corner of your browser to completely log out of the system.



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