



## How To Create Your MyIvy Account

- 1) Go to the MyIvy: <https://myivy.ivytech.edu/>



- 2) Click on First Time User
- 3) Click agree
- 4) Click "Don't Know Email Address?"

Ivy Tech Community College

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Account Management Home

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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?](#)

- 5) Fill out the account details
  - First Name, Last Name, C#, Date of Birth, and Zip Code
  - Use the zip code that you entered when submitting your dual credit application.

- Click Submit

Account Management Home - Account Detail Form

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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**

6) Enter in Recovery Email (Use personal email address)

7) Enter in Recovery Phone Number

- Click Submit

8) A validation code will be sent to you via email or phone (you choose).

- Enter in validation code

9) Create password

10) Write down your Ivy Tech email and password and keep somewhere safe.

**\*\*Tip email this information to yourself\*\***

CONGRATS! You've just created your MyIvy Account!

## To View Unofficial Transcripts

Unofficial Transcripts

Unofficial transcripts are available via [MyIvy](#) for current students:

- Log into your MyIvy account ([myivy.ivytech.edu](https://myivy.ivytech.edu))
- Select "Student" (left hand side)
- Select "Course Info"
- Then, select "Unofficial Transcripts"