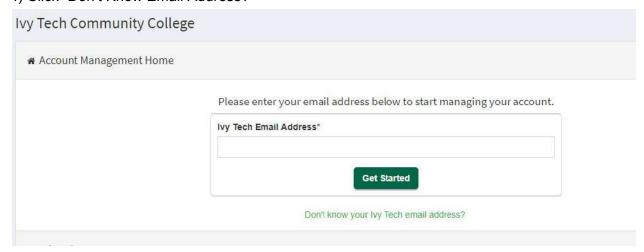


How To Create Your Mylvy Account

1) Go to the Mylvy: https://myivy.ivytech.edu/

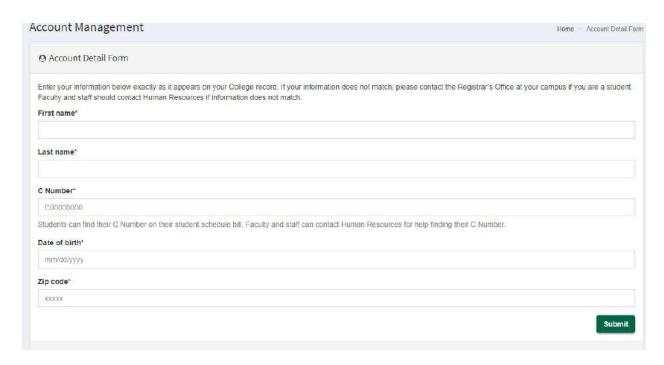


- 2) Click on First Time User
- 3) Click agree
- 4) Click "Don't Know Email Address?"



- 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



- 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 Mylvy Account!

To View Unofficial Transcripts

Unofficial Transcripts

Unofficial transcripts are available via **Mylvy** for current students:

- Log into your Mylvy account (<u>myivy.ivytech.edu</u>)
- Select "Student" (left hand side)
- Select "Course Info"
- Then, select "Unofficial Transcripts"