Welcome to Imperial Valley College

WebSTAR Faculty Handbook

For Technical Support, please contact:

Larry Valenzuela

Information Systems
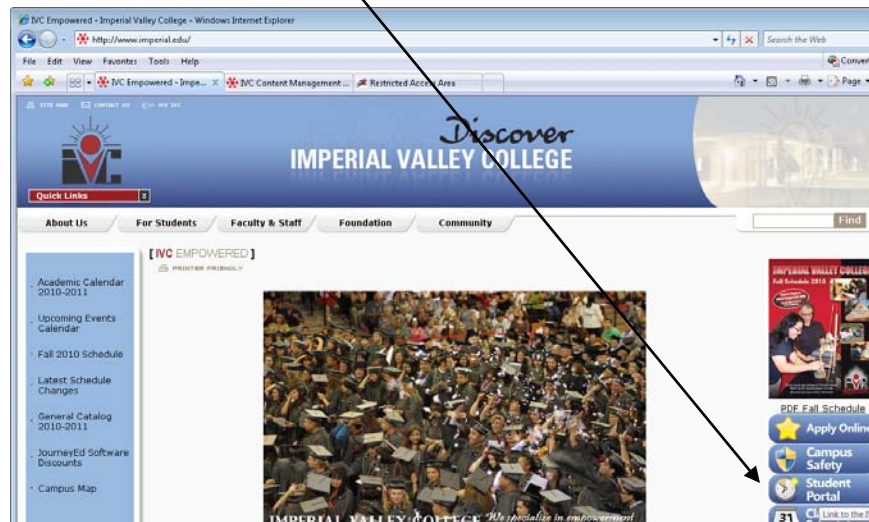
(760) 355-6189

How do I access my IVC WebSTAR account?

Step 1. Go to the IVC website: http://www.imperial.edu

Step 2. Click on the **(Student Portal) link**

Step 3. Login Instructions:

In the IVC ID text box: type in your Social Security Number or user ID (also known as the G number) Sample: G00348500 provided by the Instruction office or Human resources office.

**In the PIN text box:** for First-Time Users, if you've never logged into WebSTAR or the Student Portal your first PIN is your 6-digit birth date in mmddyy order. For example - (August 4, 1990) you will type 080490.

After logging in you may access WebSTAR by clicking the **WebSTAR button** in the top menu. **The first time you access WebSTAR, you will be asked to change your PIN. The PIN you choose will be your permanent login PIN.**
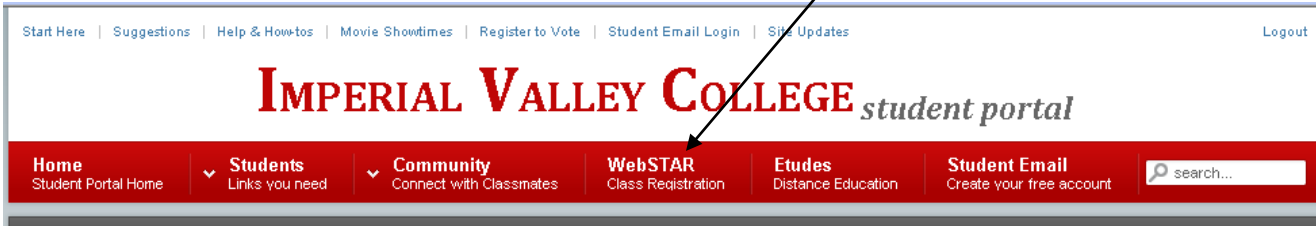
How will my screen look when I access the main menu?

You will always have access to the Personal Information Menu.
Faculty will have access to the Faculty & Advisory Menu.
Faculty members who are students will also see the Student Menu.

If you forget your PIN, how do I access my security question to help me remember my PIN?

Go to the IVC website: www.imperial.edu click on link (**Forgot your PIN?**).

How do I recover PIN using my security questions?

Click on the First tab labeled **(Recover PIN using Security Question)** In the IVC ID text box:

Type in your G#   Sample: G00348500 then click **Retrieve Security Question button**

You will then type in the security answer, then press

How do I recover PIN using my personal information?

Click on the Second tab labeled **(Recover PIN using Personal Information)**

In the text boxes, type in your G#   Sample: G00348500

Type Date of Birth (YYYY-MM-DD) and Last 4 digits of SS# then click on **Recover Pin button**.

The PIN will be displayed at the top **highlighted in blue**.

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How do I recover my ID Number?

Click on the third tab labeled **(Recover ID Number)**
In the text boxes, type in your full social security number with no dashes, then type your Date of Birth (YYYY-MM-DD) then click on **Recover ID button**.
The **ID Number** will be displayed at the top, **highlighted in blue**.

Recover your PIN

| Recover PIN using Security Question | Recover PIN using Personal Information | Recover ID Number |

Please fill out the form below to recover your ID number:

| Full Social Security Number (all numbers with no dashes): | |
| Date of Birth (format: YYYY-MM-DD): | |

Recover ID

Home

Your ID number is: G00348584

Recover your PIN

How do I print my Opening Day Roster and my Add Authorization Codes?

Admissions will no longer print Opening Day Rosters for instructors. You do it yourself.

- Click on Faculty & Advisors Menu which will take you to the Faculty Services Page.
- Click on Roster Selection Menu
- Select a Term Fall 2009 and Submit
- Select one or more CRN's
- Press the Create Roster(s) button
- Configure Margins (To see directions for configuring margins click the link on the Rosters page)
- Print

Rosters

Select Term | Term is set for: Spring 2005

Select by CRN

Select 1 or more CRN's. Press the create rosters button when ready

Create Roster(s) | Reset

If you would like a different term, please press the SELECT TERM button.

CRN	COURSE	TITLE	START	END	ENROLL
21067	PE 102	Physical Fitness	28-SEP-04	05-NOV-04	8

What will my classroom roster(s) look like?

The first page(s) will consist of your classroom roster and the last page will have the add authorization codes to add students to your roster at your discretion.

Add Authorization Codes: Sample Copy.

What information is available in the Excel Download?
Student ID
Student Name
Student Major
Student Class Standing
Student Phone
Student Email
Student Registration Sequence

How do I exit out of the Web Star Self Service? Click the Exit Button. For security reasons, please exit out of your web browser (Internet Explorer, Netscape, or Mozilla).

WebStar

Search [   ] Go

SITE MAP   HELP   EXIT

User Logout

Thank you for using the Imperial Valley College Web Start System.

If you are finished, please close your browser to protect your privacy.

Return to Homepage
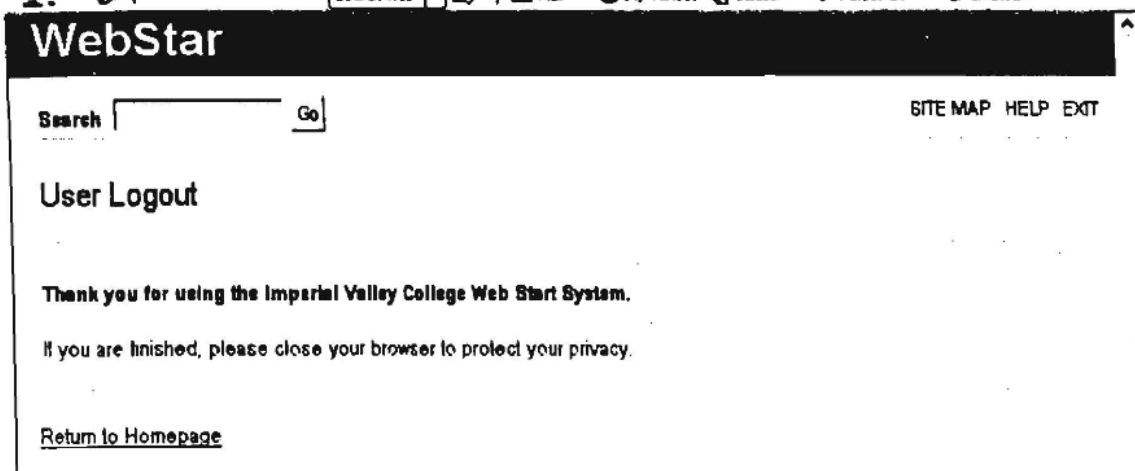
More information will be provided by the Admissions Office by e-mail.