Welcome to Imperial Valley College

2011-2012

WebSTAR Faculty Handbook



For Technical Support, please contact: Larry Valenzuela Information Systems (760) 355-6189





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.

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IVC ID: Use your Social S First-Time Users: If you' August 4, 1990 will be 0804	Login In Security Number or user ID (also known through the admiss Ve never logged into WebSTAR or the S 190), After logging in you may access W wu will be asked to change your PIN T	Istructions: as the G number) provided by the Admissions and Records Office I ion application process. student Portal your first PIN is your 6-digit birth date in mmddyy orde abSTAR by clicking the WebSTAR button in the top menu. The first a PIN you choose will be your nermagnet hom PIN. Do not formet it a PIN you choose will be your nermagnet hom PIN.
you access vvebb LAR, j	Jou will be asked to change Journ IN. I	ter in you encode will be your permanent login r inv. Do not longer t
you access WebSTAR,	Statistics: (Total Users: 19485,	Online Users: 11, Total Listings: 201)
	Statistics: (Total Users: 19485,	Online Users: 11, Total Listings: 201) Agree and Continue Forgot Your PIN?

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.

Start Here Suggestions Help & How-tos Movie Showtimes Register to Vote Student Email Login Str Updates Logout						Logout
Home Student Portal Home	✓ Students Links you need	Connect with Classmates	WebSTAR Class Registration	Etudes Distance Education	Student Email Create your free account	₽ search

How will my screen look when I access the main menu?

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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.

Imperial Valley Col	lege - WebSTA	R	
Personal Information Student Services Faculty S Search Go	tervices Employee Main Menu		SITE MAP HELP EXIT
Imperial Valley College Main Web	Menu		
Welcome, Larry Valenzuela, to Web STAR Las	web access on Aug 03, 2010 at 05:2	7 pm	
	5	e S R S	E
Activate your IVC Debit Card!!	Schedule Changes	Counseling and Financial Aid Appointments	
Financial Aid funds and refunds.	lasses; Display your class schedule; View yo	ur holds, Display your grades & transcripts.	



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 PIN Using Security Question
 Recover PIN Using Security Question

 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

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

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Select Term	Term is set	Select by CRN							
	for: Spring 2005	Select 1 or more CRN's. Press the create rosters button when ready Create Roster(s) Reset							
IC		CRN	COURSE	TITLE	START	END	ENROLL		
term, please pr SELECT TERI	ess the W button.	Г 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.

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Date Attand Gal	
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2 (00061056) Boon Betty	

Add Authorization Codes: Sample Copy.

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	88	349			· · · ·		

7701



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	GITE MAP HELP EXIT
User Logout	
· .	8 × w
Thank you for using the Imparial Valley College Web Start System,	
If you are linished, please close your browser to protect your privacy.	
	·
Return to Homepage	

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