IMPERIAL VALLEY COLLEGE Summer Schedule 2014 - Instructions

SIGNING ON TO WebSTAR

- 1. Go to http://www.imperial.edu
- 2. Click on the *Home* tab at the top of the page and then select *Direct WebSTAR Link*.
- 3. For *User ID*, input your social security number or student ID (9 digits, begins with G00).
- 4. Enter your PIN.
- 5. Click on *LOGIN*.
- 6. If you have not used WebSTAR before, you must use your birthdate as your first PIN. You will then be required to change it to another number. Re-enter your current PIN, which is your six-digit birthdate. Then, input a new PIN, which should contain the following: minimum of 8 characters in length, lowercase, uppercase letters, numbers and symbols. Do not tell anyone else what your PIN is.
- 7. Enter a security question. If you forget your PIN in the future, you may be asked this question and if you know the answer, your PIN may be released to you. Keep it short and a question that not just anyone will know the answer to. Some examples: Dog's name? Nephew's name? Mother's maiden name? Favorite car?
- 8. Input the answer.
- 9. Click on Submit.
- 10. If you agree to the terms of usage, click on *Continue*.

CHANGE PIN

If you wish to change your PIN at any time after signing into WebSTAR, click on *Personal Information Menu*. Click on *Change PIN* and follow the instructions and provide the information requested. Call (760) 355-6101 should you need assistance.

VIEW AND UPDATE MAILING ADDRESS AND/OR TELEPHONE NUMBERS

After signing into WebSTAR, click on *Personal Information Menu*. Then click on the option you wish to view or update, follow the instructions and provide the information requested. To change your permanent address this must be done in the Admissions & Records Office.