

## Accessing Email & Online Services

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Madisonville Community College students now receive all schedules, bills, grades, and college-related correspondence via an e-mail account established for the student by the Kentucky Community & Technical College System (KCTCS). *These documents are no longer mailed to a student's home address.* Students must set up their student e-mail accounts in order to access these documents or to register online. Students may access student information and register through the online student self-service website. This information includes schedules, grades, account, financial aid information, and online course descriptions.

### Step 1: Setting Up Your KCTCS Email Account

1. Find your student ID  
*It is a nine digit number that begins with "001" and may be found on either your schedule or bill. You may also ask for your student ID number at the Admissions Office.*
2. Go to **<https://webmail.kctcs.edu>** - *This is a secure web site (the "s" after "https" indicates this).*
3. Select "**New Users/Password Resets**"
4. Enter your last name and your nine digit student ID
5. Select "**Sign In**"  
*Your name should then appear on the screen. Select "yes" if it is correct.*
6. Make sure you write down your username (example:jsmith0004) and your new e-mail address (example:jsmith0004@stu.kctcs.edu).
7. Set your password  
*The password must be 8 characters long. It must include uppercase (A-Z) and lowercase (a-z) characters and numbers (0-9) or symbols and cannot include your name. Be sure to write this down or remember it.*
8. Once you have completed these steps you can log on to your account directly at **<https://webmail.kctcs.edu/exchange>**.

### Step 2: Student Online Services & Registering for Classes

1. Go to **<https://students.kctcs.edu>** - *This is a secure web site (the "s" after http indicates this)*
2. Click "**Login**" on the upper left corner of the screen.
3. Enter your User ID and Password  
*This will be the same as your KCTCS e-mail username (example: jsmith0004) and KCTCS e-mail password.*
4. Select "**SA Self Service**"
5. Select "**Learner Services**"
6. Select "**Home**" (*You will see shortcuts from here to the data available online*)
7. Select "**Learner Services**" again  
*From this webpage, you can view:*
  - Finances:** Your account summary/balance and financial aid.
  - Course Catalog and Schedule:** Course descriptions and schedules.
  - Academics:** Your schedule, grades, and advisor's name.
8. Select "**Academics**"
9. Under "**Enrollment**", select "**Enroll in Classes**" to register for your classes.
  - Select the semester for which you wish to register
  - Select "**Add Classes**"
  - Enter the class numbers of the courses you are registering for in the boxes.
  - Click the submit button.
  - "**Success**" means you are registered for the class.
  - "**Error**" means there was a problem, and you are not registered for the class. You can click on the word error to see why you were not registered.