

Directions for Online Student Services Webpage Access

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 correct.
6. Make sure you write down your username (example:jsmith0004) and your new email 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.

Step 2: 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
Your User ID is the same as your KCTCS e-mail username (example: jsmith0004) and your KCTCS e-mail password
4. Select “Self Service”
5. Select the “Academics” tab
6. Under “Term Summary” You’ll see all the semesters that you have been enrolled. Click on a term to see your grades.

If you attended before 2000, those classes and grades will not show on this screen. You will need to request a complete transcript from the Registrar’s office or get a list of these classes from your academic advisor.