

Welcome to Klamath Community College!

Below you will find instructions for frequently used sections of the MyKCC Student Portal.

LOGGING IN

1. After your application has been processed, you should receive an email containing your Student ID# and a temporary password. If you did not receive the email, contact Enrollment Services to obtain this information.
2. Your Student ID# is a 6-digit number that is also your username for MyKCC and Canvas, as well as the beginning of your Office365 Student Email account
3. If you do not receive a password or if your password does not work, follow the **RESET PASSWORD** instructions.

RESET PASSWORD

1. <https://mykcc.klamathcc.edu>
2. Go to the left side of the screen under "Quick Links" and click "Forgot Password".
3. Follow the instructions provided. **MAKE SURE YOU PUT YOUR STUDENT EMAIL ADDRESS IN THE EMAIL ADDRESS BOX.** Only try your personal email if the student email address doesn't work.
4. Once you have received your temporary password, use it to log in to MyKCC, then click "Change Password" under "Quick Links" on the left side and change your password to something you can remember.

TO SEE WHO YOUR ADVISOR IS

1. <https://mykcc.klamathcc.edu> and login
2. Select "Student".
3. On the right side of the page you will find your advisor's picture and contact information.

TO REGISTER FOR CLASSES

1. <https://mykcc.klamathcc.edu> and login.
2. Click on "Student".
3. Click on "Register for classes" under "Academic hub".
4. Select "Register".
5. Select "Course Search" from the drop-down box. Apply filters and search.
6. To select your classes, click the blue "add" to your calendar.
7. Click the registration check out.

ACCESS YOUR STUDENT EMAIL

1. Your free student email address is formatted as follows, where the X's are your student ID#: XXXXXX@students.klamathcc.edu This is also your username to log in to Office 365.
2. Your password will be the same as your MYKCC password.
4. Under "Quick Links" on the left side, select "Using Office 365" and follow instructions.
5. Your Student email is the **MAIN** source of communication with classes and instructors. **CHECK IT OFTEN!**

ACCEPT FINANCIAL AID/CHECK FINANCIAL AID STATUS

1. <https://mykcc.klamathcc.edu> and login.
2. Under 'Quick Links on the left, click 'Accept Financial Aid Awards''
3. This will send you to your financial aid portal, however if you receive an error you will need to contact our office at 541-880-2352.
4. To accept/decline your awards you may need to scroll to the right and, in the drop-down that say "pending" they will **ALL** need to be changed to accept or decline. After changing each drop-down, you will the click "submit" on the bottom left (Each offer will be broken down into terms).
5. To check your financial aid status, click the 'Menu' on the upper left.
6. Click "Financial Aid Requirements", if any additional information is need it will say "Not Received" with a link to the required document. If no additional information is needed all requirements will state "Received"

PAY YOUR BALANCE

1. <https://mykcc.klamathcc.edu> and log in, click student.
2. Under "Financial hub" click "Pay my bill"
3. Click on "My Account Balances" then "make payment".

PRINT YOUR TUITION STATEMENT

1. <https://mykcc.klamathcc.edu> and login.
2. Click on "Student".
3. Click on "My Billing" on leftside.
4. Select either "My Account Balances" or "Course and Fee Statement".
5. Print (control P).

VIEW YOUR DEGREE AUDIT

1. <https://mykcc.klamathcc.edu> and login.
2. Click on "Student".
3. Select "My advising worksheet" under "Degreehub".
4. Click "view all details".
5. A new screen will open, Click on "KCC PrinterFriendly Course Needs Report".

ACCESS THE COURSE CATALOG

1. <http://catalog.klamathcc.edu>
2. Switch between catalog years (the year you started your degree) with the drop-down menu on the top.
3. Select "Degree and Certificate Programs" from the menu on the right to view degrees and certificates and their specific requirements.

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PRINT YOUR CLASS SCHEDULE

1. <https://mykcc.klamathcc.edu> and login.
2. Click on "Student".
3. Click "My Course Schedule" under "Academichub".
4. Select "Term" then "Search".
5. Print (control P).

CHECK GRADES

1. <https://mykcc.klamathcc.edu> and login.
2. Click on "Student".
3. Click on "Check my Grades" under "Academichub".
4. Select the Term from the drop-down menu.
5. Click on "View Final Grade Report" link.

PRINT UNOFFICIAL TRANSCRIPT

1. <https://mykcc.klamathcc.edu> and login.
2. Click on "Student" tab.
3. Click "My Unofficial Transcript" under "Degree hub".
4. Under "Division" choose "Undergraduate".
5. At the bottom click "Printer Friendly Version of Unofficial Transcript".

ORDER OFFICIAL TRANSCRIPT

1. <https://www.studentclearinghouse.org/>
2. To order online, click "Order-Track Verify" and "Order a Transcript".
3. To order in person click you may find the necessary form at the front desk in Founders Hall.

CANVAS

1. To access your courses, log into MyKCC, go to "Quick links" on the left and click "Canvas".
2. Your Canvas username and password are the same as your MyKCC account. (If you ever need to reset your MyKCC account log in, your Canvas log in will be reset at the same time.)
3. There is a **MANDATORY ORIENTATION** for all students new to Canvas at KCC.

ACCESS WIFI

1. Select KCC-WiFi-Onboard on list of wireless connections.
2. Open a browser and go to any site *other than* Google.
3. Accept the terms and click "Start."
4. Select Students or Staff button.
5. Enter Student ID number and MyKCC password.
6. Download packet to connect to KCC WiFi and follow instructions.
7. Confirm security warning and follow directions.

On your smartphone:

1. Complete steps 1-5
2. For Android devices: you will install a small App (CloudPath) then follow prompts.
3. For Apple devices: you will select OK several times.
4. Call the help desk at extension 226 if you have any questions.