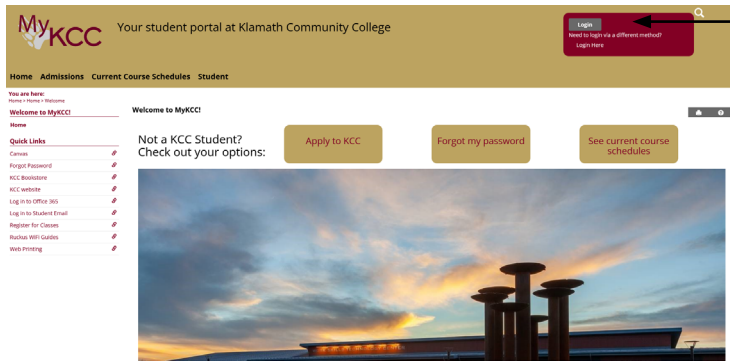


2022 MyKCC guide for students

Step one:

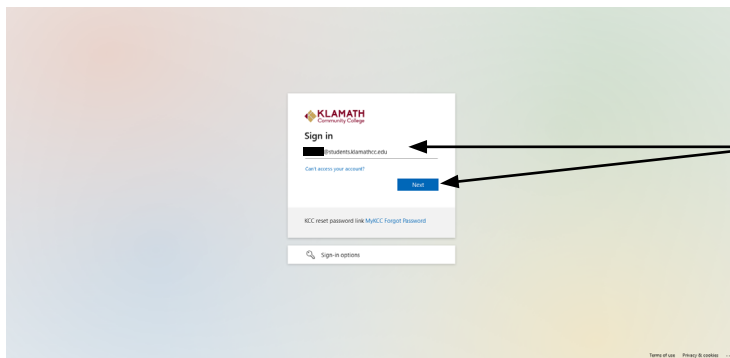


MyKCC is located at

<https://mykcc.klamathcc.edu/ICS/>.

To log into MyKCC, click the login button located in the burgundy box in the top right of the screen.

Step two:



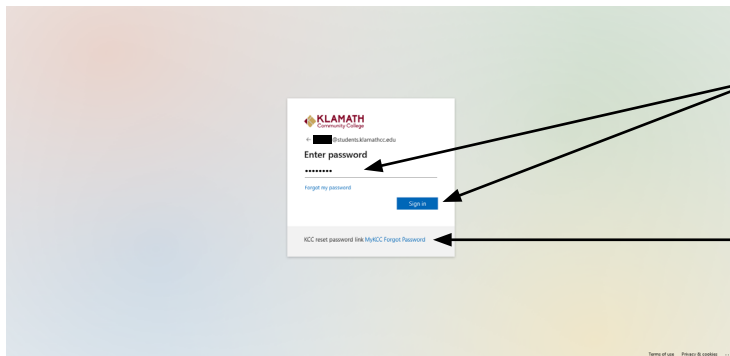
On the next screen, enter your KCC student email.

Your student email is your

6-digit ID number@students.klamathcc.edu

Then click the next button.

Step three:



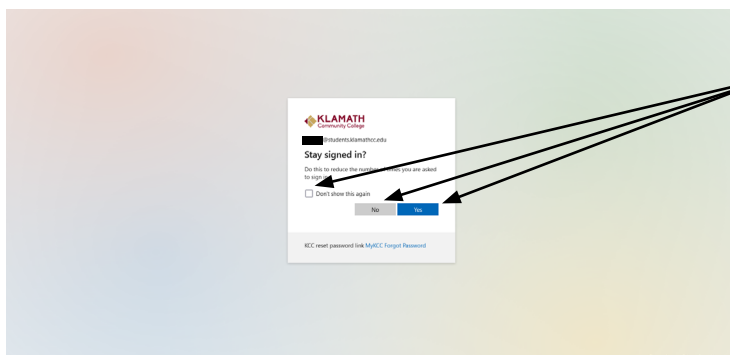
Enter your MyKCC password and click the sign in button.

If you have forgotten your password, click the link at the very bottom of the sign in window that states, "MyKCC Forgot Password."

You may also visit

https://mykcc.klamathcc.edu/ICS/Student/Forgot_password.jnz

Step four:



If you are on a shared computer, click "No." This will sign you out when you log out.

If you are on a private computer, and would like your login saved, click the "Yes" button.

If you are on a private computer and would like the pop-up to only show once, check the box marked "Don't show this again."

How do I:

1. Reset my password?

- If you logged into MyKCC click the 'Change password' link **1**.
- If you are not logged in, click the 'Forgot Password' link **1a**.

2. Find my advisor?

- Your advisor will appear at **2** when you log in.
- You may also click **2a** to view your advisor.

3. Register for classes?

- Click the 'Register for classes' link **3**.
- Select 'Course Search'.
- Select 'Term' and click on 'Search.'
- To select your classes, check the box for each class.
- Click the 'Add Courses' button at the bottom of the screen.

4. Access my student email?

- Click the 'Student email' link **4**.

5. Check my financial aid status?

- Click the 'My financial account' link **5**.

6. View my degree audit?

- Click the 'My advising worksheet link' **6**.

7. Print my class schedule?

- Click the 'My course schedule' link **7**.
- Select the term and year.
- Hit Ctrl + P to print.

The screenshot shows the MyKCC student portal with the following callouts:

- 1**: Change password link in the Academic hub.
- 1a**: Forgot Password link in the Quick Links section.
- 2**: Student email link in the Academic hub.
- 2a**: Make an appointment with my advisor link in the Degree hub.
- 3**: Register for classes link in the Academic hub.
- 4**: Student email link in the Academic hub.
- 5**: My financial account link in the Financial hub.
- 6**: My advising worksheet link in the Degree hub.
- 7**: My course schedule link in the Academic hub.
- 8**: My financial aid awards link in the Financial hub.
- 9**: Check my grades link in the Academic hub.
- 10**: My unofficial transcript link in the Degree hub.
- 11**: Sign in to Canvas link in the Academic hub.
- 12**: Get help with Canvas link in the Academic hub.

Additional elements in the screenshot include:

- Enrollment Services queue**: Current people in queue: 0, Estimated wait time: 7 min.
- Financial Aid queue**: Current people in queue: 0, Estimated wait time: 5 min.
- Student Support queue**: Current people in queue: 1, Estimated wait time: 11 min.
- Need to Make an Enrollment Appointment?** section with instructions on how to join the virtual line.
- Texting Commands**: L - Leave the queue, S - Status update, M - More time, H - Help, W - Switch, N - Notify me in X minutes.

How do I (contd):

8. Pay my balance?

- Click the 'Pay my bill' link **8**.
- Click 'My account balances'.
- To print hit Ctrl+p.

9. Check my grades?

- Click the 'Check my grades' link **9**.

10. Print my unofficial transcript?

- Click the 'My official transcript' link **10**.
- Under 'Division' select 'Undergraduate'.
- Hit Ctrl+p to print.

11. Access Canvas?

- Click the 'Sign in to Canvas link' **11**.
- Your Canvas sign in is your MyKCC sign in. If you reset your MyKCC sign in, your Canvas sign in will change as well.

12. Get Canvas help?

- Click the 'Get help with Canvas' link **12**.

Helpful non-MyKCC links

- [Order your transcript](#)
- [Access the course catalog](#)
- [View the academic calendar](#)
- [Order books and supplies](#)
- [Career Services Center](#)
- [Learning Resource Center](#)
- [Tutoring](#)
- [Technology Help Desk](#)