



MyKCC Guide

Student Services · Founders Hall ·
7390 South Sixth Street · Klamath Falls, OR 97603

Welcome to Klamath Community College!

Please find below some 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 get this information.
2. Your Student ID# is a 6 digit number that doubles as your Username on the MyKCC and Canvas websites, as well as the first section of your Office 365 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. www.klamathcc.edu
2. Click "My KCC" in top right corner
3. Go to the left side of the screen under "Quick Links" and click "Forgot Password".
4. 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.
5. Once you have received your temporary password, use it to log in to MyKCC, then click "Change Password" under "Quick Links" on the left hand side and change your password to something you can remember.

TO SEE WHO YOUR ADVISOR IS

1. <https://mykcc.klamathcc.edu> and log in
2. Select "Student".
3. On the right side click "My Advising".
4. Your advisor name and degree will be listed.

TO REGISTER FOR CLASSES

1. <https://mykcc.klamathcc.edu> and log in.
2. Click on "Student".
3. Click on "My Course Registration" on the left side.
4. Select "Course Search".
5. Select "Term" and click on "Search".

6. To select your classes, check the box/s for the classes you want.
7. Click the "Add Courses" button at the bottom of the screen.

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.
3. <https://mykcc.klamathcc.edu> and log in
4. In "Quick Links" menu on the left side, select "Using Office 365" and follow instructions.
5. Your Student email is the **ONLY** source of communication with classes and instructors. **CHECK IT OFTEN!**

CHECK YOUR FINANCIAL AID STATUS

1. <https://mykcc.klamathcc.edu> and log in.
2. Click on "Student".
3. Select "My Financial Aid" on the left side of the screen.
4. Click the link provided. You will be redirected to a new page.
5. Click through tabs at the top to find award information and required documentation.

VIEW YOUR DEGREE AUDIT

1. <https://mykcc.klamathcc.edu> and log in.
2. Click on "Student".
3. Select "My Advising" on the left side of the screen.
4. Scroll down to "My Course Needs".
5. Under Requirements Summary, Click on the Red "Click Here".
6. A new screen will open, Click on "KCC Printer Friendly 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 in the top right corner.
3. Select "Degree and Certificate Programs" from the menu on the left to view degrees and certificates and their specific requirements.

PRINT YOUR CLASS SCHEDULE

1. <https://mykcc.klamathcc.edu> and log in.
2. Click on "Student".
3. Click "My Course Schedule" on the left side.
4. Select "Term" - "Search".
5. Print (control P).

CHECK GRADES

1. <https://mykcc.klamathcc.edu> and log in.
2. Go to the "Student" tab .
3. Click on "My Grades" to the left.
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 log in.
2. Click on "Student" tab.
3. Select "My Grades" on the left side.
4. Click "My Unofficial Transcript" on right side.
5. Under "Division" choose "Undergraduate".
6. Click on "View Unofficial Transcript".
7. Print (control P).

ORDER OFFICIAL TRANSCRIPT

1. <https://www.klamathcc.edu/Students/Registrar>
2. To order online, click "Walking through placing your order" and follow instructions.
3. To order in person click "In person request" print and fill out the form, and bring it to the front desk in Bldg 3.

PRINT YOUR TUITION STATEMENT

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

PAY YOUR BALANCE

1. Log into your MyKCC account at <https://mykcc.klamathcc.edu>
2. Click on My Billing.
3. Click on My Account Balances.
4. Make a Payment.

CANVAS

1. To access your class, log into your MyKCC account, and select the Canvas link under the Quick Links.
2. Your Canvas username and password are the exact same as for 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

On your computer:

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. Connect to KCC-Wifi-Onboarding
2. Try going to cnn.com in a web browser or go to the link below:
<https://cloudpath.klamathcc.edu/enroll/KlamathCommunityCollege/Production/process>
3. Follow the prompts and use your Student ID number as username.
4. For Android devices: you will install a small App (CloudPath) then follow prompts.
5. For Apple devices: you will select OK several times.
6. Call the help desk at extension 226 if you have any questions.