

## Self-Service Student Guide Establishing a Password

Step 1: Go to www.kckcc.edu

Step 2: From the KCKCC page, select Quick Links, then Self-Service.
On the Microsoft Sign in page, enter your KCKCC Student Email Address, then select Next

### What's my Student Email Address?

Your KCKCC student email address should be as follows:

+ First initial of your first name

+ first four letters of your last name

+ last four digits of your Student ID

+ @students.kckcc.edu

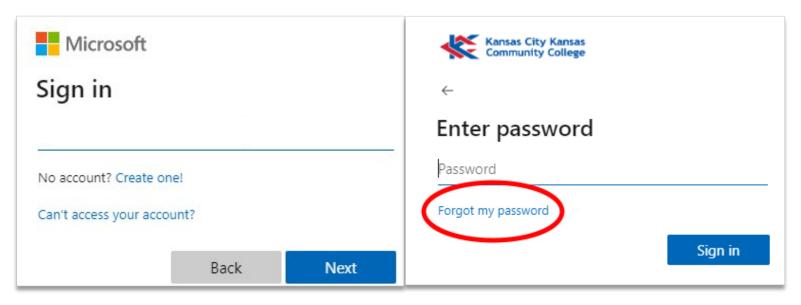
#### **Example:**

Name: **D**arth **VADE**r

Student ID: 0123456

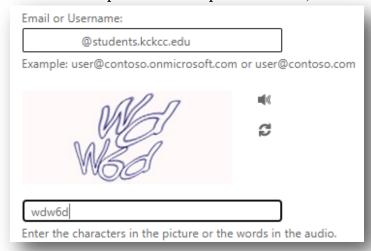
Email: DVADE3456@students.kckcc.edu

Step 3: Select Forgot my password

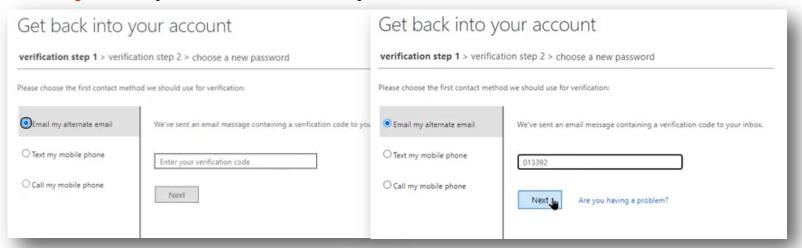




Step 4: Enter your email and complete the catpcha screen, then select Next.



**Step 5:** Complete verification with a phone and email.



> choose a new password	
* Enter new	password:
* Confirm ne	w password:
Finish	Cancel

#### **PASSWORD REQUIREMENTS**

Passwords must be at least 8 characters long.

Passwords cannot contain the user's account name

or parts of the user's full name

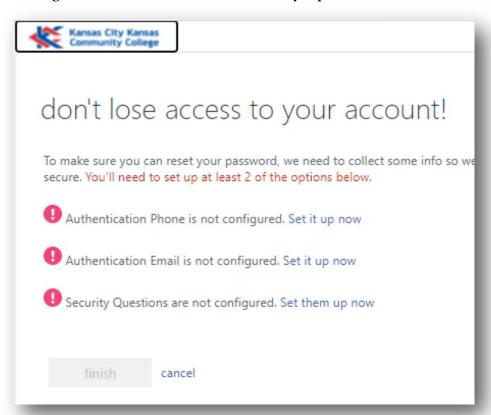
Passwords must contain at least 3 characters from these four categories:

Uppercase letter, Lowercase letter, Numbers (0-9), and/or

non-alphabetic characters: ~! @ # \$ % ^ & \*() \_ + - = {} | [] \: "; ' <> ?, . /

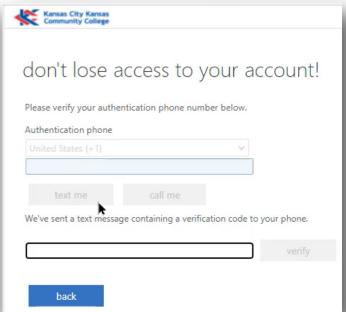


**Self-Service Password Reset Setup:** More information will be gathered for SSPR. You will need to configure at least 2 of the 3 security options to finish.



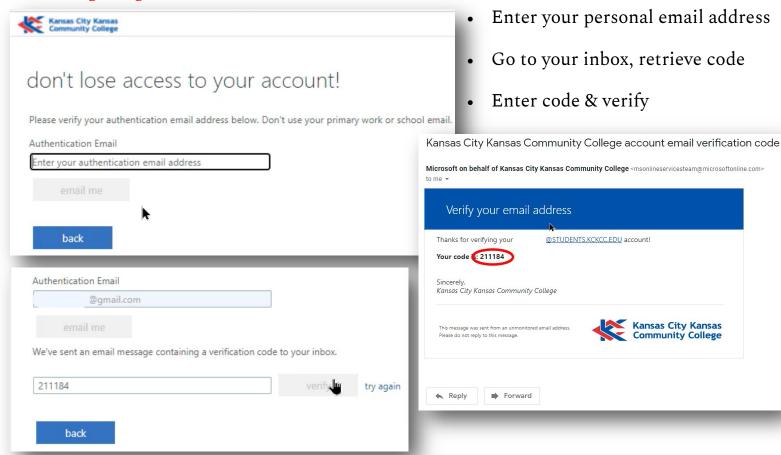
#### **Configuring Authentication Phone**







#### **Configuring Authentication Email**



#### **Configuring Security Questions**

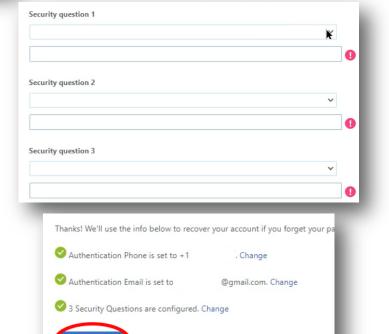
Answer 3 questions

Answers must be at least 3 characters long

#### All Done!

At least 2 green checkmarks?

Select Finish to complete





## **Helpdesk Contact Information**

# Need to speak with a Helpdesk Technician? Call 913-288-7479

Hours of Operation:
MON-SAT 7:30 AM—8:00 PM
SUN—CLOSED

Visit us in person at

Main Campus

Humanities Hall, Room 2150

Thank you!