



# KCKCC Instructional Guide



## Self-Service, Email, Blackboard, Wi-Fi, Office 365, and Copier

Information Services Help Desk number 913-288-7479

### Self-Service

View your course schedule, view your grades, check your financial aid, view your transcript, etc.

**How to access Self-Service to create password and/or forgot password:**

1. Go to [www.kckcc.edu](http://www.kckcc.edu)
2. Click on "Quick Links" (upper right)
3. Scroll down and click on "Self-Service"
4. Enter your KCKCC email address
5. Click "Forgot My Password"
6. Enter your KCKCC email and then you will have to put the graphic in to confirm you are not a robot
7. Two step verification process
  - a. Email verification
  - b. Phone verification
8. Set up new password
  - a. Eight characters long
  - b. Cannot contain user's account name or parts of full name
  - c. Must contain 3 of the 4: uppercase letter, lowercase letter, numbers (0-9), and/or non-alphabetic character (!@#\$\$%^&\*, etc.)

### **Self-Service Password Reset Setup—Configure**

#### **Authentication**

Complete two of the three:

1. Phone—enter phone #, retrieve verification code from phone, and enter code to verify
2. Email—enter personal email, retrieve verification code from personal email, and enter code to verify
3. Security Questions—answer three questions and answers must be at least three characters long

(All done when you have at least two GREEN checkmarks, click FINISH to complete)

### How to Access KCKCC Wi-Fi

Wifi Name: **KCKCC-WiFi**

Identity: KCKCC email address

Password: Your regular KCKCC password

#### **Android & Chromebook users:**

EAP Method: PEAP

Phase 2 Auth: MSCHAPV2

CA Certificate: use system certificates

Online Certificate Status: do not validate

Domain: kckcc.edu

#### **iOS, Mac or personal Windows devices:**

Select Trust on the certificate that appears after logging in to complete the connection

### **To login into student computers, Self-Service, Blackboard & KCKCC Student Email:**

Student email address & Self-Service Password

### How to Determine Your KCKCC Email Address

Access all the emails sent to you from KCKCC/TEC /PCC:

1. Enter the first letter of your first name
2. Enter the first four letters of your last name
3. Enter the last four numbers of your KCKCC student ID number
4. Enter "@students.kckcc.edu"

**Example:** John Smith ID# 1234567  
jsmit4567@students.kckcc.edu

### How to Access Blackboard

A virtual learning system where students can access learning materials, assignments, quizzes, tests, grade book, etc.

1. Go to [www.kckcc.edu](http://www.kckcc.edu)
2. Click on Quick Links
3. Click on Blackboard
4. You will log into blackboard by using your KCKCC email address and KCKCC Self-Service password

### How to Access Office 365

Current KCKCC students, faculty and staff will be able to download, install, and use Microsoft Office 365 ProPlus applications.

1. Go to [www.kckcc.edu](http://www.kckcc.edu)
2. Click on "Quick Links"
3. Click "Office 365"
4. If you have to login, use your KCKCC email address and KCKCC Self-Service password

### To Print to Copier

- \* Choose print options from computer.
- \* Print to "KONICA\_Universal\_Mono on Gravity"
- \* On copier touch screen—2 options
  1. Type in your student ID#, click OK, click log in
  2. Type in your KCKCC email and KCKCC Self-Service password
- \* Choose the "Release" option and your job to print
- \* Log off copier by pushing the ACCESS button