

Student E-mail

- All students, staff, and faculty have an e-mail account with KCTCS.
- Each individual is responsible for checking their e-mail and keeping the mailbox free from old or unwanted e-mail. When your mailbox fills up, it will not accept any new mail.

Important information is passed on to students through this e-mail account:

- Schedules
 - Transcripts
 - Changes to Schedules
 - Tuition Bills
 - Important messages concerning class/program
- Individuals should check their e-mail no less than once a week.
 - E-mail can be accessed from any computer with internet access.

HOW TO ACCESS YOUR E-MAIL

ENTER THE WEBSITE: [HTTPS://WEBMAIL.KCTCS.EDU/OWA](https://webmail.kctcs.edu/owa)

- Select **New Users/Password Resets** and on the next screen, enter your last name, and your student ID (this will be given to you by your advisor.)
- Your **User Name/ID** will be posted on the next screen. You need to write it down because it is required for logging into the PeopleSoft registration system. *Note: Ignore the domain name.*
User Name/ID _____ (Use lower-case letters when entering this in PeopleSoft).
- Next, you will be required to create your password using the following guidelines:
 - It cannot contain all or part of the user's account name.
 - It must be at least eight characters in length.
 - It must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)**
 - English lowercase characters (a through z)**
 - Base 10 digits (0 through 9)**
 - Symbolic characters (e.g., !, \$, #, %)**
 - Be significantly different from prior passwords**
 - Not contain your name or user name**
 - Not be a common word or name**
- Write your password down because you will need it for PeopleSoft registration.
Password _____

TO REGISTER, FOLLOW THE INSTRUCTIONS POSTED ON PAGES 15-19 OF THE FALL SCHEDULE BOOK WHEN YOUR REGISTRATION WINDOW OPENS.