

PeopleSoft - Student Self Service - Registration instructions

Students have access to KCTCS student account information online through the PeopleSoft Student Self Service website, <https://webmail.kctcs.edu>. You can register for classes, review your grades, view your schedule, check on the status of your financial aid, and pay your tuition bill.

Note: You will be unable to register if you have a **Hold** on your account. This information may be found in the upper right corner of your PeopleSoft *Student Center*. Contact the correct office to have your **Hold** removed. (*Admissions, Business Office, etc*).



Using Microsoft Internet Explorer®, go to the following link: <http://www.bluegrass.kctcs.edu/>


- In the top center of the dark blue BCTC logo box, click on “**Webmail**” (in yellow letters).
- Scroll down and click on **Student Self Service**

1. Select the “**Login Here**” on the left.
2. Enter your User Name* (sclaus1234) *note: if you still need to activate your KCTCS PeopleSoft account, see the instructions online at <http://www.bluegrass.kctcs.edu/sa/registration/kyvc/>
3. Enter your password.
4. In the center of the page, under “*(your name)’s Student Center*” and **Academics**, are the links for Registration:

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

5. Click “**Add a class**”
Note: If you receive the error message “ ! You do not have self-service enrollment access at this time” you need to email your Academic Advisor to have your Advising hold released. After having the Advising hold released you will be permitted to continue with the Registration process.
6. **Select Term***, then click the green “**continue**” button
*Note: when registering for Summer and Fall, each term must be completed separately.
7. **Enter Class Nbr** (the 5-digit class number found in the online Schedule book) then click the green “**enter**” button.

8. The **Class Preferences** will list symbols  Open  Closed to indicate the course status.
 - a) If the course is Open, skip down to # 9.
 - b) If the course is Closed, you may want to use the **Search for Classes** option to find an open section.
 - Return to the “**Add**” tab at the top center of the screen.
 - Click the green “**search**” button.
 - In the “**Course Subject**” box to the right - enter a **Catalog ID** (ex: FAM)
 - In the **Catalog Nbr** box to the right enter the catalog number of the course (ex: 265).
 - Click the green “**additional search criteria**” link at the bottom of that box.
 - Scroll down to “**Location**” and enter “**BLC**” (Bluegrass Campus). This will list ALL BCTC campuses. Pay close attention to the Section number for the campus you wish attend.
 - When searching for only open ONLINE sections change the “**Mode of Instruction**” to “**Blackboard World Web**” (leave this field blank for on-campus sections).
 - Click the green “**search**” button at the bottom right of the page.
 - Click “**View All Sections**” to see all open sections.
 - Click the green “**select course**” bottom on the right to choose that section for registration.

9. Select the green “Next” button to **continue**.
10. Repeat steps 7 -9 to add multiple classes to your “Enrollment Shopping Cart”.
11. When finished with your course selection click the green “**Proceed to step 2 of 3**” button .
12. “**Confirm Classes**” and select the green “**Finish Enrolling**” button.
 - Classes you selected for enrollment should be indicated with a .
 - If marked with an **X** errors have occurred when enrolling. Read this error message very carefully. Write it down if you have questions and plan on asking for assistance.
 - If errors were found select “Fix Errors” button at the bottom of the screen and select another course for enrollment.
13. Remember to “**Sign Out**” in the upper right hand corner of a webpage to prevent the possibility of other students accessing your student account information.