



How to Activate Your KCTCS PeopleSoft Account

IMPORTANT NOTE: If you have questions about activating your account please call (859)246-6490 or (859)246-6603.

Enter the website: <https://webmail.kctcs.edu>.

Select **New Account Activation** and on the next screen enter your **last name** and

PeopleSoft Student ID# (example: 009876543).

Click **YES** if your name appears on this screen as an active student. If after your name appears (Inactive) please contact the Admissions Office (859)246-6210.

Your **User Name/ID** will be automatically assigned to you and posted on the next screen; **write it down**. It is required for logging into the online PeopleSoft Registration system which you will use to register for classes after your advising sessions for each semester.

User Name/ID _____
(includes four numbers after your last name, ex: sclus1234).

Create your password using the following guidelines:

- It must be at least eight characters in length.
- It must not contain your first or last name, or the User Name.
- It must contain characters from three of the following four categories:
 - English uppercase letters (A through Z)
 - English lowercase letters (a through z)
 - Numbers (0 through 9)
 - Symbolic characters (!, \$, #, %)
- **Write your down your password** _____

It is used to access your PeopleSoft account if you need to make changes to your current class schedule and look at your student account information.

NOTE: Your password **will expire every 90 days**; if it expires you will have to select the Password Reset option on <https://webmail.kctcs.edu> to change it.

- Click: Set Password
- When your password has been successfully set, click OK.
(If you receive an **error message** after submitting your password, follow the instructions in the message and submit your revised password).

After completing the password, the screen will return to the website: <https://webmail.kctcs.edu>

Click on **Student Self Service** to link to **PeopleSoft** and login for Registration.

KCTCS student email account

Your KCTCS PeopleSoft email will be activated 24 hours after Registration has been completed. Important information is passed on to you through your KCTCS email account:

- Grades
- Tuition bills
- Messages concerning your Registration, Advising and Financial Aid.

It is to your advantage to **check this e-mail account several times each week** for important messages. When your IN box is full you will no longer be able to receive any new email.