

6.4 KCTCS PEOPLESOFT & E-MAIL USER ACCOUNTS

PeopleSoft

The Human Resources department must be contacted for PeopleSoft account access.

E-mail

KCTCS e-mail is the official e-mail for all business and coursework conducted by employees and students of BCTC. KCTCS e-mail accounts must be checked regularly.

Activating KCTCS student email and PeopleSoft accounts

Students:

- All actively registered Bluegrass Community and Technical College students are provided free, secure, KCTCS email and PeopleSoft accounts. These accounts are maintained by the KCTCS System Office and must be activated prior to the initial use.
- To assist with the account activation process, workstations will be available on local campuses in an open computing environment such as the Learning Resource Center and open computer labs. The following steps should be followed to activate an account:
- Visit the Student Affairs Records and Registration office on a respective campus to obtain a nine digit student identification number.

- When a workstation has been accessed, the web browser application (Internet Explorer, Firefox, etc) should be opened and <https://webmail.kctcs.edu> should be entered into the address field. "Welcome to the KCTCS User Account System" should appear on the screen.
- Click on the option for *New Account Activation* (for Applicants and Students).
- Enter the last name in the Last Name: field.
- Tab to the Student ID: field and enter the nine digit student ID obtained from the Records and Registration office. Click "Sign In."
- When prompted, confirm the name. After confirmation, a login ID will appear in the Student ID field. Note: This is the same process to change a password once it has expired or if it has been forgotten.
- For security purposes all passwords must not contain any part of a User ID and/or user ID name. Passwords must be a minimum of eight characters in length and must be comprised of a minimum of three of the following four properties:
 - English uppercase letters – A through Z
 - English lower case letters a through z
 - Base ten digits – 0 through 9
 - Symbols - &,\$,#, etc

When the account has been successfully activated, return to <https://webmail.kctcs.edu/exchange> to begin using the email system.

How to Reset an Email Password

Faculty and staff may reset their passwords at <https://webmail.kctcs.edu/>.

Additional support may be found at <http://www.bluegrass.kctcs.edu/its/support/>.

Password Requirements

A password must meet 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., !, \$, #, %)
 - It must be significantly different from prior passwords
 - It must not contain a persons name or user name
 - It must not be a common word or name