PeopleSoft Student Self-service access

Students have access to all account information online through PeopleSoft Student Self-service. Students may view grades, class schedules, change their mailing address, print an Enrollment Verification, check on the status of Financial Aid, and pay a tuition bill.

Note: a Student may be unable to register because of financial **Holds** on their student account. Contact the office on your campus to have your Hold removed, Student Billing (859-246-6270), UK Parking (859-257-5757), Admissions Office (859-246-6210), all other Holds call 859-246-6490. See your Peoplesoft Home page, upper right corner for Hold information.

Go to http://bluegrass.kctcs.edu/

1. At the top & right corner of the BCTC home page click on "**Student Self-service"**
2. Enter your **User ID** (xsmith0001)
3. Enter your **password**
4. Under "**Academics**" choose "**Enroll**".
5. Select the current **Term** and click the "**Continue** " button
6. Click the "**add**" tab to select classes to add
7. On the left side of the page, under "**Add to Cart**" (in the blue box) '**Enter Class Nbr'** (*5-digit class #*) and then click the "**Enter**"
   • On the next screen, there is a symbol to indicate if a class is either **Open** or **Closed**.
   • Click "**Next**" to continue.
   • *Note*: These classes have only been added to your **Shopping Cart**.

8. Repeat step 6 to add multiple classes to your **Shopping Cart**.
9. Click the "**Proceed To Step 2 of 3**" the green box (below your Shopping Cart)
10. Make a final review of selected class and select the "**Finish Enrolling**"

    • Classes you are enrolled in will be indicated with a green ✅

    • Classes marked with a red ❌ means that an Error has occurred. Please read it carefully !!

    • click "**Add Another Class**", and select a different class.

11. Print your **KCTCS Schedule**, including your PS ID # and classroom #'s.
    • Go to your Peoplesoft Home page (white letters, top right corner of the screen).
    • Under **"This Week's Schedule"** click on **"KCTCS Schedule"**

12. **IMPORTANT !!!**
    • Always "**Sign Out**" (white letters, top right corner of the screen)..
    • If you are using a public computer, completely close the web browser window to prevent the possibility of others accessing your student information.