

7/12/11

As a student at Bluegrass Community & Technical College, you will need to be familiar with accessing your academic records, email, and coursework online. ALL of these can be accessed from the BCTC homepage at <http://bluegrass.kctcs.edu/>.

\*\*\*Steps 1 & 2 can be completed after you are **admitted** to BCTC\*\*\*

### ***Step 1: New Student Account Activation or Resetting Account for Current Students***

1. Using **Microsoft Internet Explorer**, open **BCTC** webpage
2. Click on "**Current Students.**"
3. Click on "**Activate Your Account**" under Tools (about half way down the page).
4. Click on "**KCTCS User Account System**" in red.
5. Identify yourself by giving your Birth Date and at least two other forms of identification.
6. Verify the User Profile information listed is correct.
7. Create an **identity verification question and answer** then click "**Save My User Profile.**"
8. Make sure that your Username is listed in the User Profile Information above your verification question.
9. If it is not listed do not continue. Contact your administrator. If it is listed click on "**Set Password.**"
10. Enter your **Last Name** and **KCTCS ID** (aka your People Soft ID #) and click "**Sign In.**"
11. Create and confirm a password.  
\*\*Be sure to follow the guidelines provided on the page in order to correctly create your password\*\*
12. If created correctly you will receive this message:  
"Your password has been successfully set!!!"

### ***Step 2: Log in to "PeopleSoft"***

1. Click on "**Self-Service**" at the top of the page where you created your password or at BCTC home.
2. Enter your Username and password to log in.
3. Click "**Sign In.**"

\*\*\*Step 3 will work after you **registered** into course at BCTC\*\*\*

### ***Step 3: Log in to "Email"***

1. Open **BCTC Home Page**
2. Click on "**email**" (top right)
3. Enter your username and password

\*\*\*Step 4 will work closer to the start date of the courses\*\*\*

### ***Step 4: Log in to "Blackboard"***

1. Open **BCTC Home Page**
2. Click on "**Blackboard**" (top right)
3. Enter your username and password

### ***THINGS TO REMEMBER:***


- **DO NOT** write down your password – MEMORIZE IT!!!
- **DO NOT** give your username and password TO ANYONE!!!
- This username and password is for PeopleSoft, E-mail, and Blackboard.

# 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 859-246-6200. 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 a Term (Fall 2010) 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 “**Proceed To Step 2 of 3**”
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 **X** means that an Error has occurred. Please read it carefully !! click “**Add Another Class**”, and select a different class.
11. **IMPORTANT !!!**
  - Always “**Sign Out**” in the upper right hand 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.