



# BCTC

KCTCS/PS ID # \_\_\_\_\_

5/25/18

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***

1. Using Mozilla FireFox (Internet Browser), open BCTC homepage: [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu)
2. At the top left corner of the page click "**Current Students**"
3. Click on "**User Account Center**" (about half way down the page).
4. Click "**Setup User Profile**"
5. Select the appropriate "**Birth Month, Day, and KCTCS ID**" number (aka PeopleSoft ID#).
6. Click "**Next**"
7. Please sign into your personal email and retrieve the temporary passcode that is needed to verify your identity
8. "**Enter**" passcode in the "**Temporary Passcode**" field
9. Complete "**Question/Answer**" fields
10. Click "**Next**"
11. "**Username**" is provided. **Write it down!**  
(Example: JSmith0012)
12. Create a "Password" and "Confirm"
  - Your password must be 8 characters in length, contain at least one number, a symbol, and an uppercased letter.  
(Example: Gobigblue#1)
13. If your password was created correctly you should receive this message:  
**"Your password has been successfully set!!!"**

## ***Step 2: Log in to "Student Self-Service"***

1. Using Mozilla Firefox (Internet Browser), open the BCTC Homepage: [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu)
2. At the top left corner of the page click "**Current Students**"
3. Click on "**Student Self Service**" (about half way down the page)
4. Click on "**Login Here**"
5. Enter "**Username and Password**"

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

***\*\*Email will be active 24 hours after completing Registration\*\****

1. Using Mozilla Firefox (Internet Browser), open the BCTC Homepage: [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu)
2. At the top left corner of the page click "**Current Students**"
3. Click on "**My Path**" (about half way down the page)
4. Click on "**Email**"
5. Enter "**Username and Password**"

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

1. Using Mozilla Firefox (Internet Browser), open the BCTC Homepage: [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu)
2. At the top left corner of the page click "**Current Students**"
3. Click on "**My Path**" (about half way down the page)
4. Click on "**Blackboard**"
5. Enter "**Username and Password**"