

As a student at BCTC, you will need to be familiar with accessing your academic records, email, and coursework online.

ALL of these can be accessed from the BCTC Home Page at www.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 the BCTC Homepage: www.bluegrass.kctcs.edu
2. At the top of the page click “**User Account Center**”
3. Click “**Setup User Profile**”
4. Select the appropriate “**Birth Month, Day, and KCTCS ID**” number (aka PeopleSoft ID #)
5. Click “**Next**”
6. Please sign into your personal email and retrieve the temporary passcode that is needed to verify your identity
7. “**Enter**” passcode in the “**Temporary Passcode**” field
8. Complete “**Question/Answer**” fields
9. Click “**Next**”
10. “**Username**” is provided. **Write it down!**
(Example: JSmith0012)
11. Create a “**Password**” and “**Confirm**”
 - Your password must be 8 characters in length, contain at least one number, a symbol, and an uppercase letter. (Example: Gobigblue#1)
12. Click “**Save Password**”
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
2. Click “**Student Self-Service**” at the top of the page.
3. Enter “**Username and Password**”
4. Click “**Sign in**”

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
2. Click “**Email**” at the top of the page
3. Click “**Go to your Email**”
4. Enter your full (KCTCS) email address and password.

Step 4: Log in to “Blackboard”

1. Using Mozilla Firefox (Internet Browser), open the BCTC Homepage: www.bluegrass.kctcs.edu
2. Click “**Blackboard**” at the top of the page.
3. Enter your username and password.