

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.blugrass.kctcs.edu
2. At the top of the page click on “**User Account Center**”.
3. Click on “**Setup User Profile**”.
4. Identify yourself by entering in your Birth Month, Day, and KCTCS ID number (aka your PeopleSoft ID #).
5. Click “**Next**”.
6. You will then receive a message that states your temporary passcode has been sent to your personal e-mail address that you have on file with the school. (The e-mail address that you listed on your application)
7. Open a new tab in Mozilla Firefox and check your personal e-mail address to obtain the temporary passcode.
8. After you have the temporary passcode copy it into the temporary Passcode field on the User Account Center tab.
9. Next you are asked to select three different questions from the drop down lists and answer them accordingly.
10. After you have completed all the question and answer fields click on the “**Next**” button.
11. Immediately you will see that your Username is provided for you. **Write it down!**
 - a. (Example: JSmith0012)
12. You will then need to create a password and confirm your password.
 - a. Your password must be 8 characters in length, contain at least one number, a symbol, and an uppercased letter. (Example: Gobigblue#1)
13. Click “Save Password”.
14. 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. Starting at the BCTC Home page click on “**Student Self-Service**” at the top of the page.
2. Enter in your Username and Password.
3. Click “**Sign in**”

** Step 3 & 4 will only work after you are registered for at least one course for a 24 hour period**

Step 3: Log in to “Email”

1. Using Mozilla Firefox (Internet Browser), open the BCTC Homepage: www.blugrass.kctcs.edu .
2. Click on “**Email**” at the top of the page.
3. Click on the link that says “**Go to your Email**”.
4. Enter your full (KCTCS) email address and password.

Step 4: Log in to “Blackboard”

1. Starting at the BCTC Home page click on the “**Blackboard**” link at the top of the page.
2. Enter your username and password.