



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
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 12 characters in length, contain at least one number, a symbol, and an uppercase 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
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
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
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**"