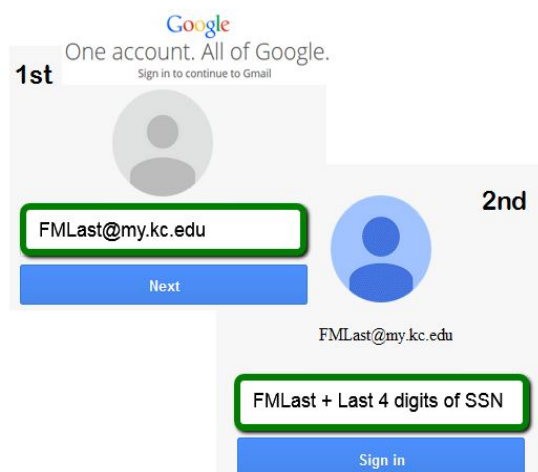


All About Your Computer Accounts

At Kettering College you have three accounts that you should be aware of: Email, Canvas, and Portal. Canvas is the online Learning Management System in use at Kettering College and is used at various levels ranging from not-at-all through fully online course delivery, and the Student Portal is your online connection to the admissions office, the business office, and the registrar's office.

Email: Your Kettering College Email Account is hosted by Google. This is the primary method of communication with you. If you already have a Gmail account (or 2), you can link them for convenience. Your email address will usually be your First initial +Middle initial + Full last name @my.kc.edu. (Example: Mickey B. Mouse = mbmouse@my.kc.edu). To access your email account, navigate to <http://my.kc.edu> and sign in with your username. (see screenshot to the right).

Initially, for your password you will need to capitalize the first initial of your first name, middle initial of your middle name, and first letter of your full last name + last 4 digits of your SSN Example: (FMLast1234) If you do not have a middle name leave that part out (FLast1234) If you have difficulty logging in or your credentials don't work, simply contact the KC IT Help Desk for assistance (see contact info below)

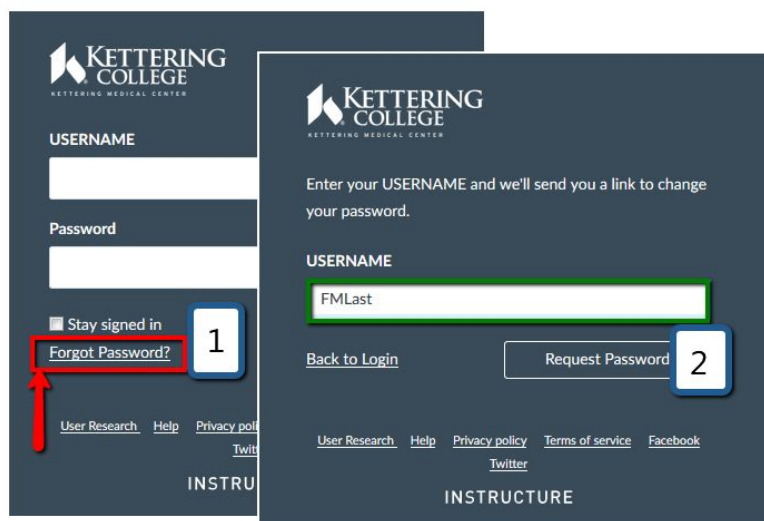


LMS: Please note that you will need to login to your KC E-mail Account before trying to login to Canvas for the first time or when trying to reset your password!

To Access Canvas, navigate to <http://kc.instructure.com> DO NOT use "www" in front of the address since this will not work! Your Canvas username is just like your email username: First initial, middle initial and last name up to and NOT including "@my.kc.edu".

If you are logging in for the first time:

1. Click on the "Forgot Password?" link and enter your username to request a password change.
2. Check your KC E-mail and follow the link to set your new password.



The same process can be used if you forget your canvas password in the future. If you do not receive any email messages after a few minutes, please contact the IT Help Desk (see contact information below). As soon as courses are published by your instructor, you will be able to see them under the Courses menu or your Canvas dashboard. From that point on you will be able to access you courses.

Portal: To log in to your Student Portal account, simply navigate to <http://camsweb.kc.edu/student>. Your username is your first initial, middle initial and last name. (Example: John Test Doe = jtdoe) For your password you will need to capitalize the first initial of your first name, middle initial of your middle name, and first letter of your full last name + last 4 digits of your SSN Example (Example: JTDoe1234). You may use this account for many things relating to either the business office or the registrar's office, including finding an email address for another student or teacher, payments to your account, class schedules, and grades. Be sure to select the correct semester.

IT Help Desk: If you have technology questions or problems, the help desk is here to assist during normal business hours when school is in session. Call us at (937) 203-8303, email us at helpdesk@my.kc.edu.