JCTC

How to set up your student self-serve account

1. Go to, <http://www.jefferson.kctcs.edu/>
2. Click on **User Account Center** at the top right of the window
3. Click on the blue **KCTCS User Account Center** link
4. You will be asked to provide some information plus your social security number and student id (it is located in the top left of your Welcome letter)
5. At this time, set up your user profile. Don’t forget to write down your user id that is provided on the page once you click **Create Account** and the password you will create.

Once your user account has been set up,

1. Go to, <http://www.jefferson.kctcs.edu/> and click **Student Self Service.**
2. You will enter your user name and password created in the previous steps.
3. View information such as your grades, once finalized, your class schedule, and unofficial transcript.

Set up your email account

1. Go to, <http://www.jefferson.kctcs.edu/>
2. Click on **Email** at the top of the page.
3. Select **Go to Your Email** under the teal banner on the web page.
4. Enter your user name and password from your User Account. IMPORTANT: **Ensure the Windows Security prompt displays “Connecting to STS.KCTCS.EDU” before entering any login information!**

If KCTCS is not listed as the Domain, you will not be connected to the KCTCS network.

If you encounter any problems, please contact

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