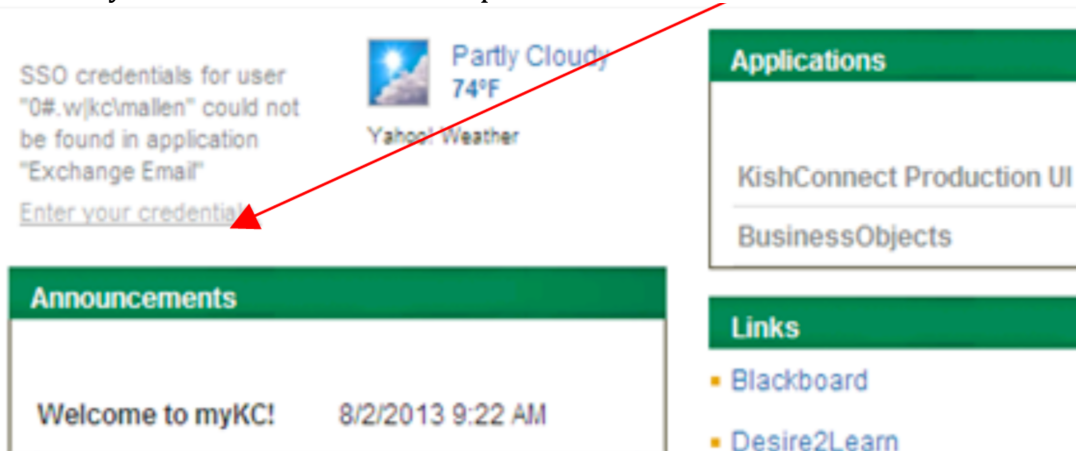


# Employee First Time Login Instructions for myKC from Off Campus

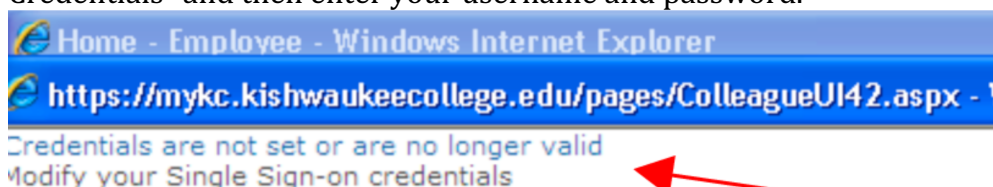
1. Open up your browser and go to <http://www.kish.edu/>
2. Click on myKC in the upper right corner
3. Click on the myKC logo to login.

Note: you will need your KishID username and password. If you do not know them or have not set up your account, click on Setup Your KishID Account under Need Help?

4. Enter in your KishID username and password.



5. Set up single sign on for email by clicking Enter your credentials (KishID username and password) located next to the weather icon at the top.  
If you have access to KishConnect, you should see a link on the right of the portal under Applications. If so, proceed to step 6, if not proceed to step 9.
6. Set up single sign on for KishConnect by click KishConnect Production UI under applications
7. You will be asked to install Silverlight. You will need to download and install to take advantage of using Kish Connect off campus. If you are not promoted proceed to step 8.
8. You will need to modify your single sign on credentials. Click on "Modify your single sign on Credentials" and then enter your username and password.



9. When finished, do not simply close the browser, you MUST sign out. To sign out, click on the drop down menu located next to your name in the upper right corner and then click Sign Out.

If you receive an error message when trying to access an application within the portal (OWA, KishConnect, Brightspace), click the link and enter your credentials when prompted.