

# Employee First Time Log-in Instructions for myKC from off Campus

1. Open up your internet browser and go to the Kishwaukee College website-  
[www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu)

2. Click on myKC in the upper right corner

3. Click Click to Login under the myKC logo

Note: you will need your KishID username and password, which is currently used to log-in to KishSOS and OWA. If you do not know them or have not set up your account, click on Setup or change your KishID Account under Need Help?

Welcome to myKC!



[Click to Login](#)

myKC gives you access to a wide variety of information and services through a single web interface. Content and services are specific to you and reflect your roles within the college.

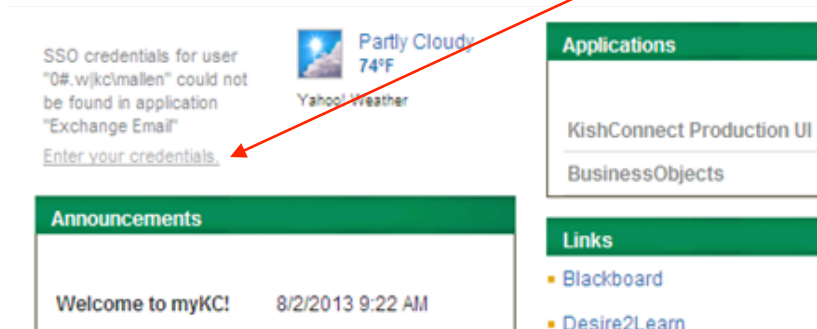
myKC is your link to what's happening, your source for College news and announcements, and your starting point for access to online tools such as E-mail, Desire 2 Learn (D2L), KishSOS, KishConnect, Calendar and other resources. Make the most of your web experience by logging on to myKC.

Need Help?

[Setup or change your KishID Account](#)  
[Find your KishID Username](#)

4. Enter in your KishID username and password

Note: If you have trouble logging in, you may need to add the domain name before your username; such as: `kc\username` (this is browser related)



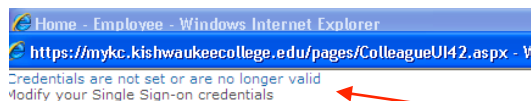
5. Set up single sign on for email by clicking Enter your credentials (KishID username and password) located next to the weather icon at the top\*

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 clicking 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 KishConnect 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 hand corner and then click Sign Out.

NOTE: If you do not sign out and someone else uses the same machine, they would have access to all your personal information and applications, putting yourself and the College at a security risk.

\*If you receive an error message when trying to access an application within the portal (OWA, KishConnect, D2L), click the link and enter your credentials when prompted.