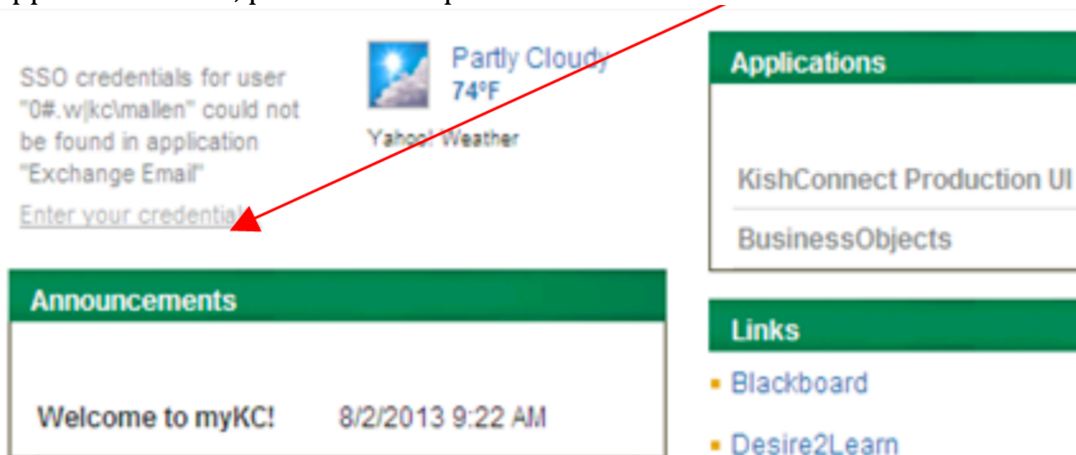
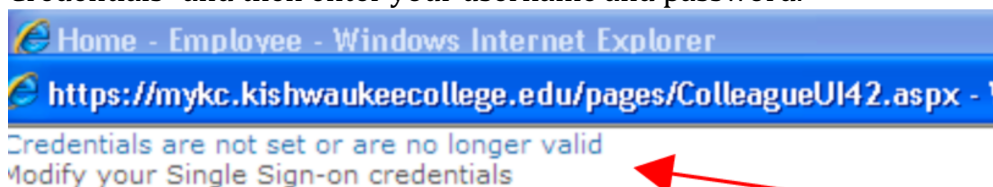


# Employee First Time Login Instructions for myKC from On Campus

1. Login to your College computer using your KishID username and password  
Note: this is how employees currently login to College owned computers
2. Open up your browser and go to <http://www.kish.edu/>
3. Click on myKC in the upper right corner
4. Click on the myKC logo to login. If you are logged into the computer as you, you will automatically be logged into the portal once you click.
5. Set up single sign on for email by clicking Enter your credentials (KishID username & password) located next to the weather icon at the top.  
Note: 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.



6. Set up single sign on for KishConnect by clicking KishConnect Production UI under Applications
7. 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.



Note: When you login to your computer on campus you are automatically logged into the portal as you. All your applications are accessible to others who use the same machine or if you should walk away and leave your machine unlocked. A 15-minute time-out on the desktop has been put into place to minimize this security risk. To unlock you will need to enter your username and password again. This does not shut down your machine; it simply puts a locked screen saved on it. All your applications and files will be available upon unlock. To lock your machine if you step away (on a Windows computer), press the Control, Alt and Delete keys at the same time (CTRL+ALT+DEL).

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.