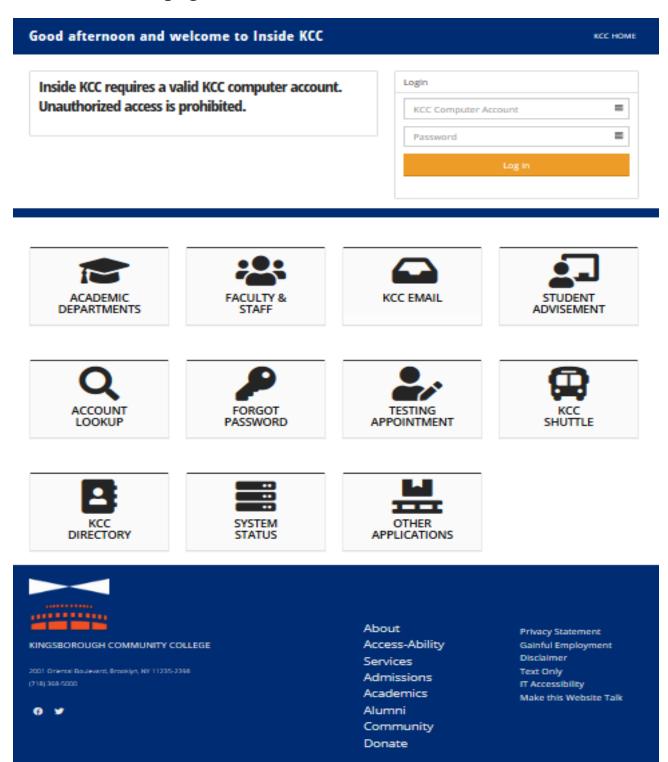
Claim your Kingsborough Community College Account

KCC Student Email

Using any browser on a PC, Laptop or mobile device navigate to the **INSIDE KCC** site at http://inside.kingsborough.edu

You should see the page below.



Your Email Username is your firstname.lastname and the last two digits of your Emplid number@students.kbcc.cuny.edu

• Example: jane.doe78@students.kbcc.cuny.edu

Your Email Password is your Capitalized Firstname **Initial** + lowercase lastname **initial** + the **first six digits** of your **Emplid** number

• Example: Jane doe, 12345678 password is Jd123456

<u>OR</u>

OLD

Your Email Username is your firstname.lastname + the day of your date of birth@students.kbcc.cuny.edu

• Example: jane.doe07@students.kbcc.cuny.edu

Your Email Password is your Capitalized Firstname Initial + lowercase lastname initial + the last 4 digits of your Social Security Number + the day you were born

• Example: Jane doe, 6789, 04/07/91 password is Jd678907

Click on Campus Email and enter your email login information again

**** To view your Email/Inbox click on **Outlook**.

**** (If the system asks you for a Time Zone,

Choose (UTC: -05:00) Eastern Time (US & Canada)).

Other links that are available on Inside KCC:

National Student Clearinghouse General Help Requests Campus Email Academic Resources College Resources

ASSESSMENT CARE TEAM (ACT) Tutoring Writing based tutoring iBoard iBoard view Laptop lending for ASAP (Only for ASAP Students)
CHANGE OF STATUS APPLICATION FOR PLAN (MAJOR)
Applying for a Job
Entering Time Sheet

You will need an account to use most computer resources and to access most online applications at Kingsborough. The college also sends important notices to your student email account. You can use http://inside.kingsborough.edu 24 hours a day 7 days a week, on or off campus.

Alternatively, if INSIDE KCC is not accessible, go to www.kbcc.cuny.edu
Click on Current Students, then click on Student Email / GO, then click on Login to email and type in your student email username and password.

If you are having issues with the website or need some assistance feel free to call, email or visit the Student Help Desk.

Student Help Desk

Locations: L-105, L-106, L-107, M-200 & M-224

Phone: 1-718-368-6679

Email: <u>Helpdesk@students.kbcc.cuny.edu</u>

To Reserve, Access and Print from Campus Computers

• LOGON ID is your firstname.lastname and the last two digits of your Emplid number

For example: jane.doe78

• **PASSWORD** is your Capitalized Firstname Initial + lowercase lastname initial + the first six digits of your Emplid number: Jane doe, **123456**78

For example: Jd123456

To Sign Out of the Campus Computers

Click on the Windows Icon

Click on and then click on Sign out

To Access Student WIFI on Campus

Go to your Wifi settings

Select Network: KBCCSTUDENTS

Click on Accept

• USERNAME is your firstname.lastname and the last two digits of your Emplid number

For example: jane.doe78

• **PASSWORD** is your Capitalized Firstname Initial + lowercase lastname initial + the first six digits of your Emplid number: Jane doe, **123456**78

For example: Jd123456

To Reserve, Access and Print from Campus Computers

• LOGON ID is your firstname.lastname + the day of your date of birth

For example: jane.doe07

• **PASSWORD** is your Capitalized Firstname Initial + lowercase lastname initial + the last 4 digits of your SS# + the **day** you were born: **J**ane **d**oe, **6789**, 04/**07**/91

For example: Jd678907

To Sign Out of the Campus Computers

Click on the **Windows Icon**Click on and then click on **Sign out**

To Access Student WIFI on Campus

Go to your Wifi settings

Select Network: KBCCSTUDENTS

Click on Accept

• **USERNAME** is your firstname.lastname + the **day** of your date of birth

For example: jane.doe07

• **PASSWORD** is your Capitalized Firstname Initial + lowercase lastname initial + the last 4 digits of your SS# + the **day** you were born: **J**ane **d**oe, **6789**, 04/**07**/91

For example: Jd678907