Welcome to Kingsborough Community College.

This guide was designed to better assist students with quickly getting started using their KCC computer accounts.

Step 1 – What's my email? What's my computer account? What's my wireless account?

All three of these questions are answered by going here:

https://inside.kingsborough.edu/lookup

To use this site, you will need two things:

1. Your CUNY EMPLID.
2. An email address that we can send your account information to.

Once you have those two things you are ready to lookup your account. You will receive an email from:

insidekcc@webmail.kingsborough.edu

Be sure to check your junk or spam for this email. You may be eager to login and start working right away, don't. Let's continue to Step 2 to set your password.

Step 2- Setting your Password

Now that you have your email account for example: calvin.hobbes21@students.kbcc.cuny.edu you are ready to set your password. We really suggest that you set a strong password longer than 10 characters with numbers and symbols. Once you have a password in mind go to this site:

https://preset.kingsborough.edu/react/

1. Type in your student email address
2. Type in your CUNY EMPLID number
3. Type in your new password.

Almost done. The next step is to setup your MFA or Multi-Factor Authentication. This is a necessary layer of security to keep you and other students safer when using your email account. For this step you will need a device that can receive a text message or phone calls.

Step 3- Setting up MFA

From any browser go to:

https://login.office.com

Login with your student email account. Remember you will need to use your new password you just set. Once you login you will see a screen like this one:

This sounds scary but don't worry it isn't just hit Next. The next screen will appear. Enter in your phone number, yes a real phone number not a burner or an app phone number, those do not always work and you need to get this text message.

You can get a text message or a phone call. Enter that code on the next screen and select verify.
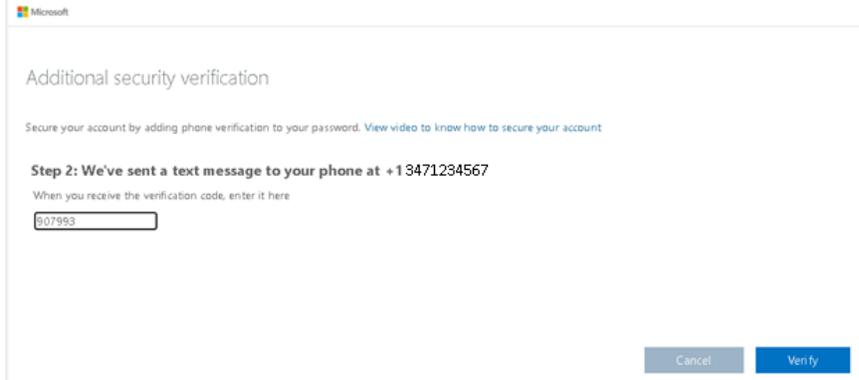
After a few moments, you will be done and you can select "Done" to continue to your email.
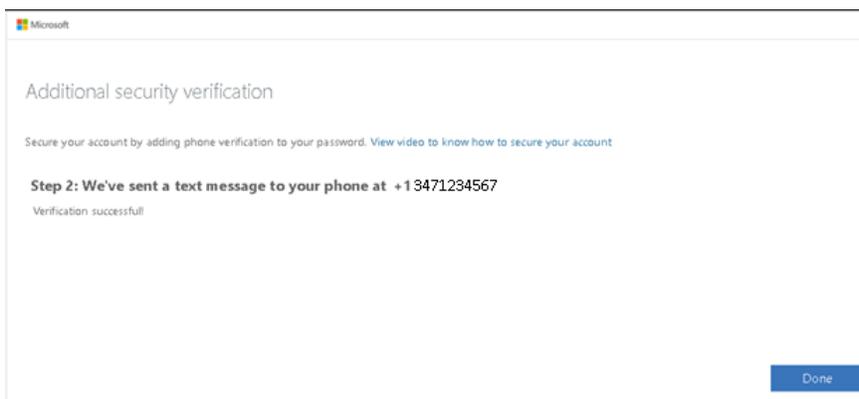
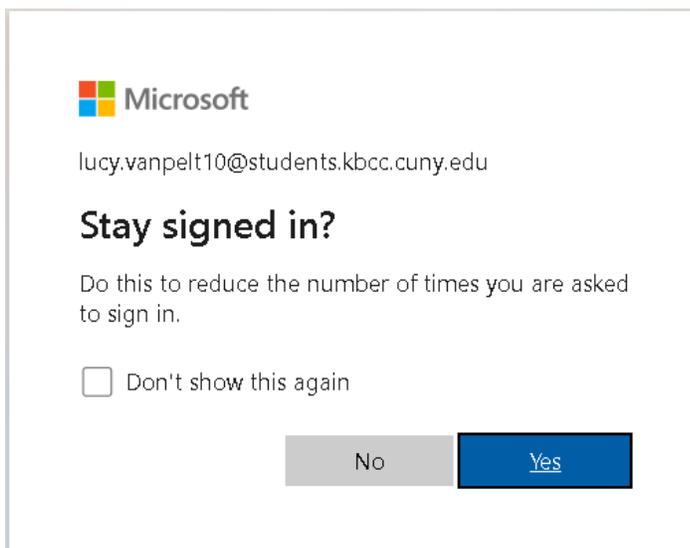On the next and last screen, you can "Yes or No", it is your choice.

That's it. You have looked up your account, changed your password and setup your MFA. This was a lot and very important. CUNY and Kingsborough will communicate with you using your student email address. Throughout your time at Kingsborough, you will need your email address to access many services:

On and Off campus uses

- Student Email (Microsoft Office Apps)
- Starfish
- Inside KCC
- Remote Computer Labs or VDI
- Dynamic Forms
- Remote printing (mobiprint.kingsborough.edu you can use this service to send your homework to a printer on campus and it can be waiting for you when you get there)

On campus uses

- Student WiFi
- Using the computers in L100
- Printing in the L100 or M200 open computer areas
- Quick printing (mobiprint.kingsborough.edu you can use this service to quickly print your homework before you go to class.

This list is always growing and when we add new services we will always let you know.

By the way, if no one has told you this, with your student email account you can get awesome discounts on thousands of products and services. Always ask for a student discount when you go shopping and always check online for websites that offer student discounts. Below are some of the popular ones and resources to find even more. Access to all of this is because you are a student and have activated your student email account!!!!

- Microsoft Office 5 device license
- Adobe online (Deep Discount)
- Amazon Prime for Students
- Apple TV
- Apple Music
- Hulu
- ESPN360
- DisneyPlus (don't get Hulu or ESPN if you get DisneyPlus, they come free with your subscription)
- Netflix
- YouTube Music
- Samsung
- Apple Store
- Microsoft Store
- Dell
- HP
- Lenovo
- ATT (Post-paid not prepaid)
- T-Mobile (Post-paid not prepaid)
- Verizon (Post-paid not prepaid)
- Wall Street Journal Digital Edition (Free via CUNY)

- New York Times Digital Edition (Free via CUNY)

We know this is a lot, but if you get stuck anywhere along the way we are here to help. There are several ways you can reach out for help:

When you are on campus you can visit the Student HelpDesk in person in the Library in rooms: L105, L106 and L107, Monday through Friday from 8:00am until 5:00pm.

If you are not on campus, you can call the Student HelpDesk at 718 368 6679, Monday through Friday from 8:00am until 5:00pm. We are also available via chat. Click on the "Ask Me" button to get started here https://www.kbcc.cuny.edu/studres/index.html

Or, you can send an email to helpdesk@students.kbcc.cuny.edu Just make sure when you send us an email, make sure to tell us your full name and CUNY EMPLID number and a description of your problem and a contact number. Our number will begin with 718-368 so be sure to pick up the call, it's Kingsborough calling you.

You can email us for any tech problems you may have so don't be shy about reaching out for help, that's what we are here for. Using your student email account is not just valuable but important as well.

We wish you the best of luck in your studies at Kingsborough and beyond.