STUDENT HELP DESK

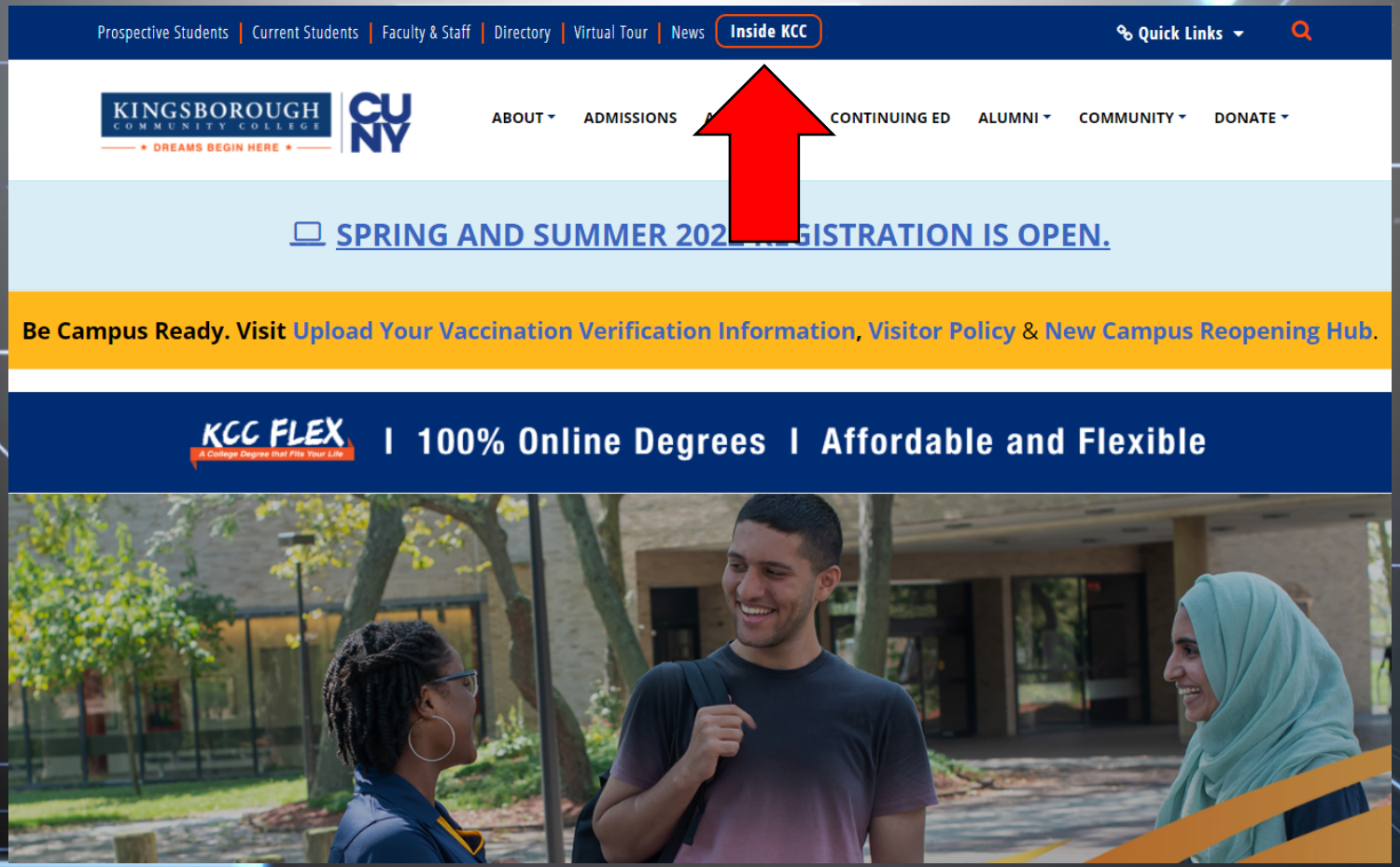
1-718-368-6679 dial option 2

HELPDESK@students.kbcc.cuny.edu

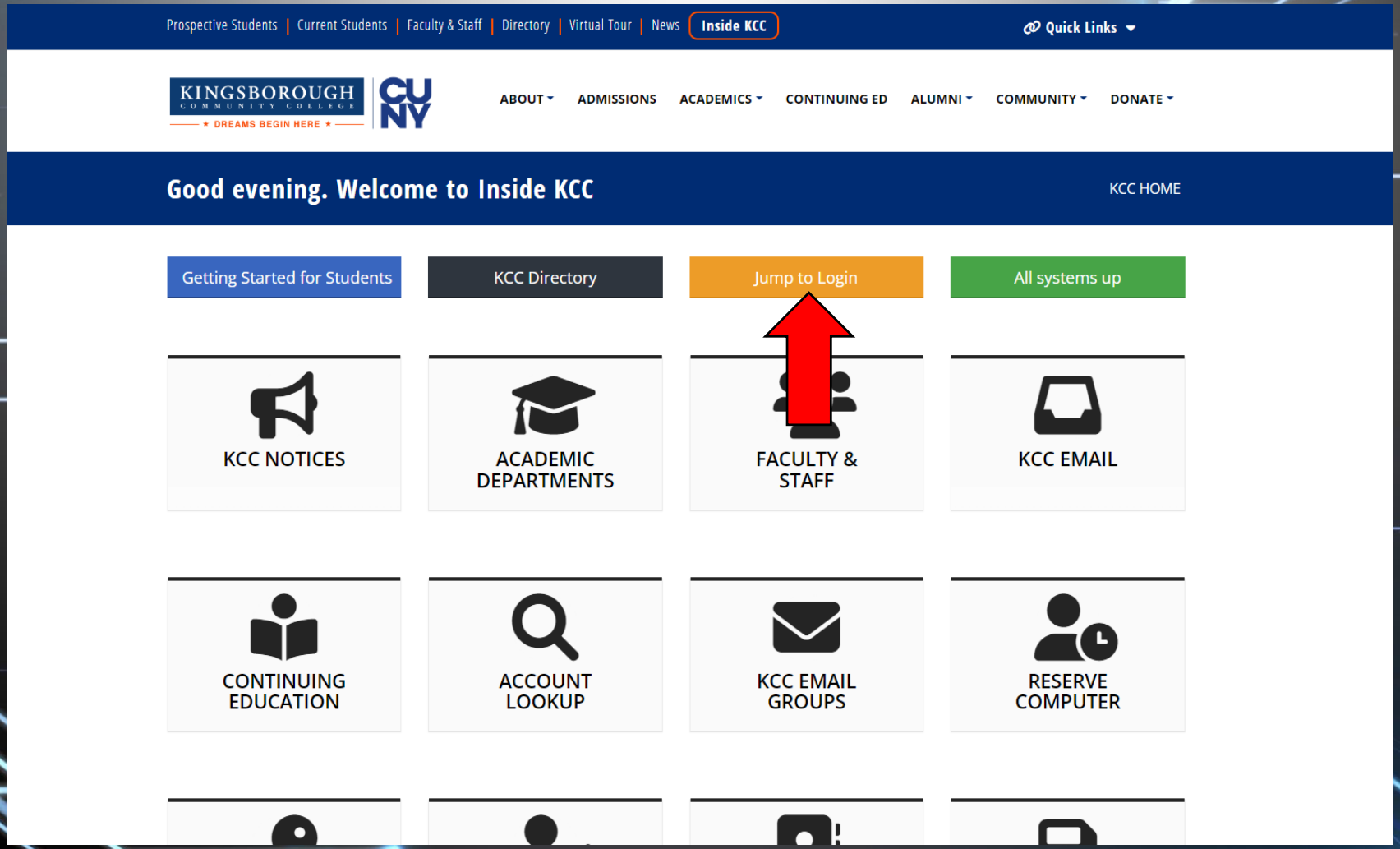
How to Access Your

KBCC Student Email Account

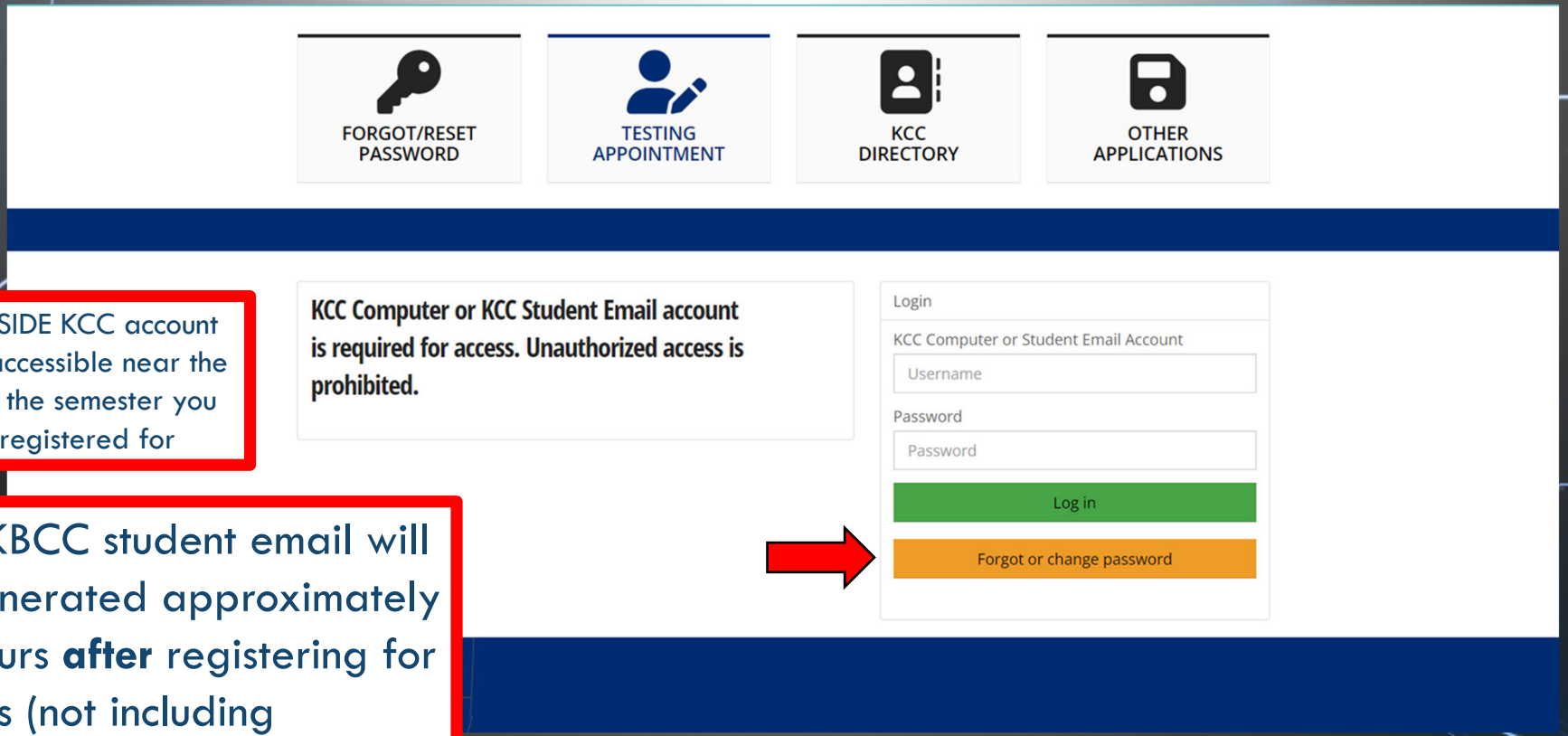
GO TO WWW.KBCC.CUNY.EDU



CLICK ON **JUMP TO LOGIN**



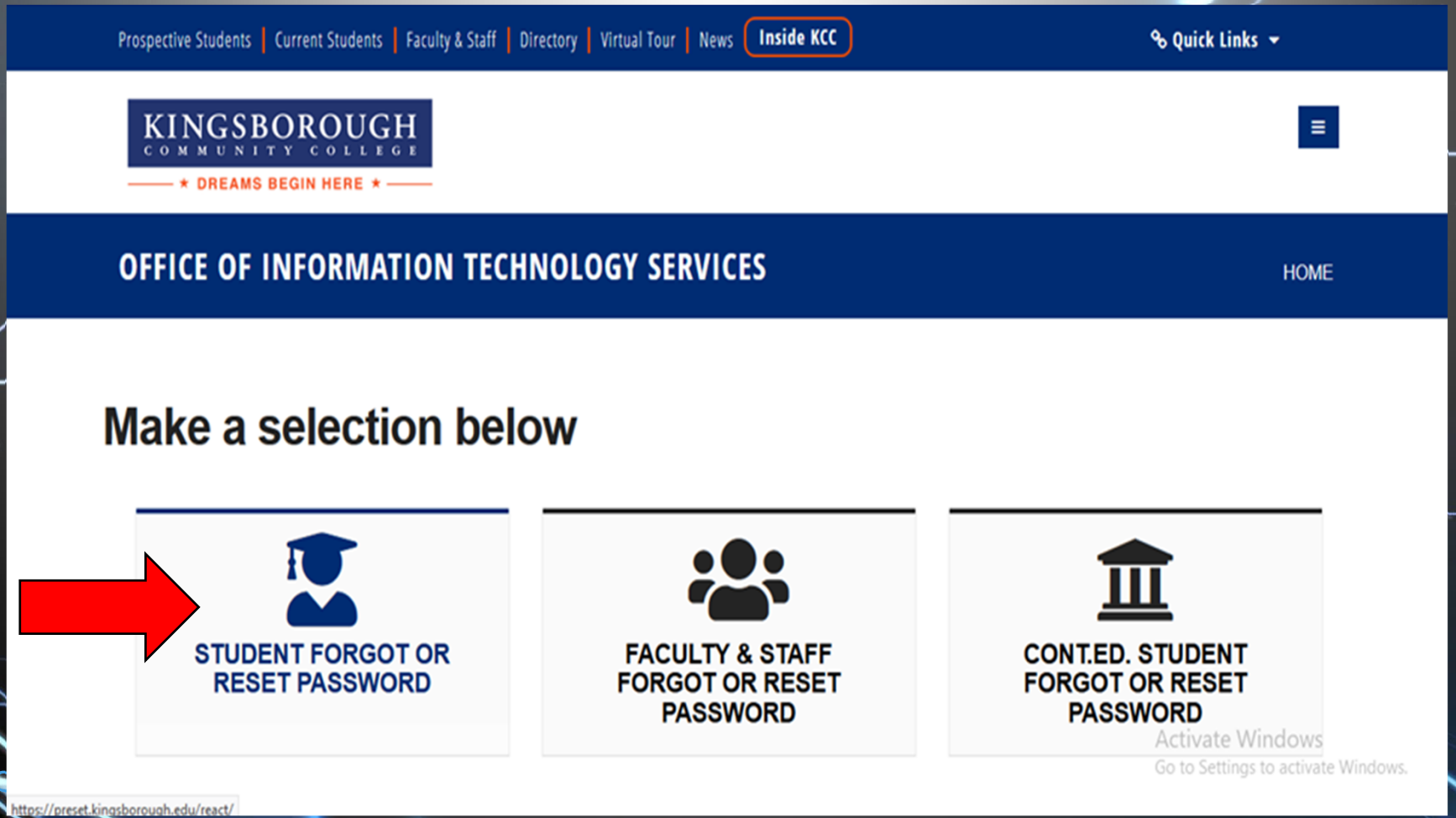
CLICK ON **FORGOT OR CHANGE PASSWORD**



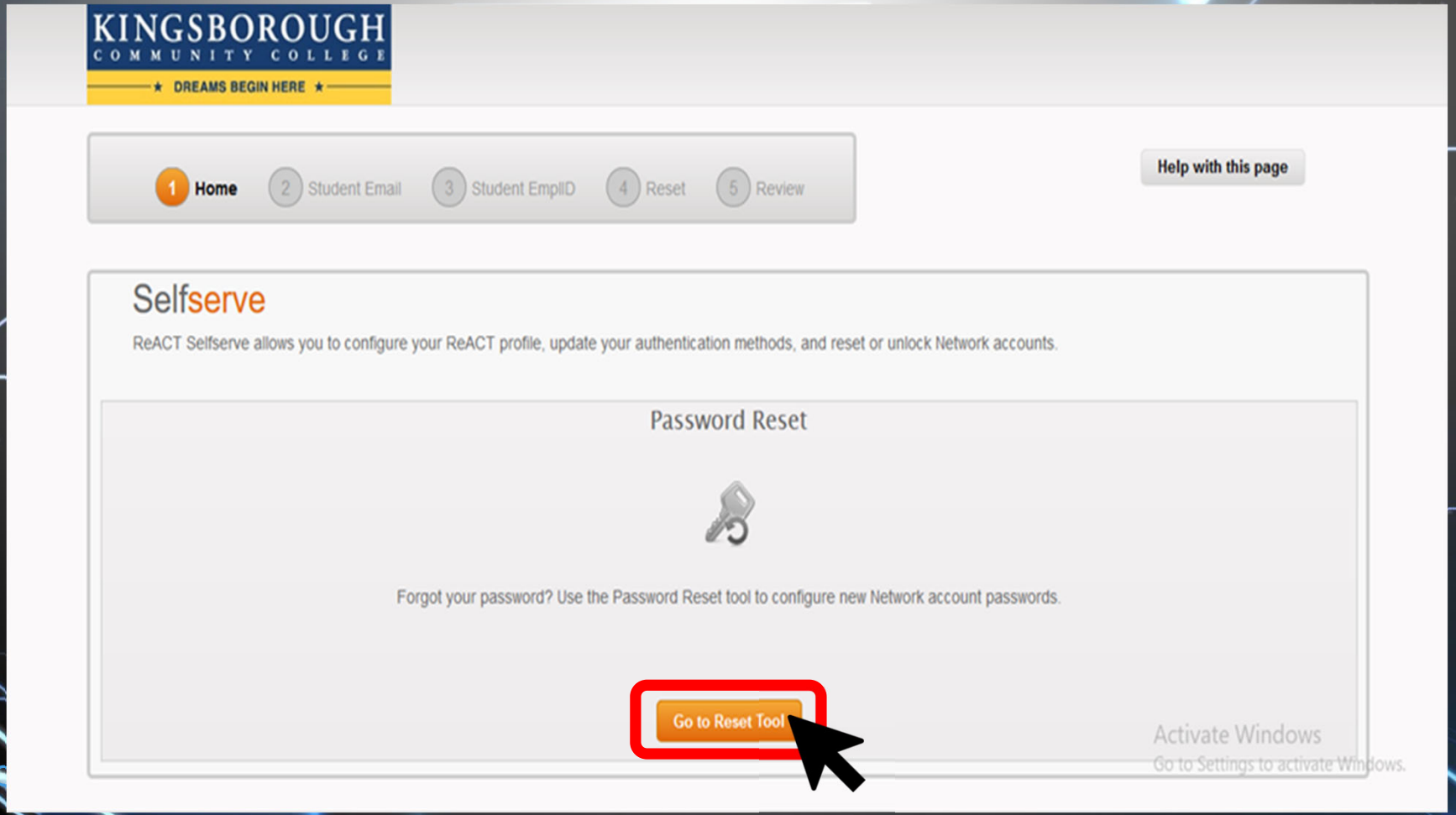
Your INSIDE KCC account will be accessible near the start of the semester you are registered for

Your KBCC student email will be generated approximately 72 hours **after** registering for classes (not including Saturday or Sunday)

CLICK ON STUDENT FORGOT OR RESET PASSWORD

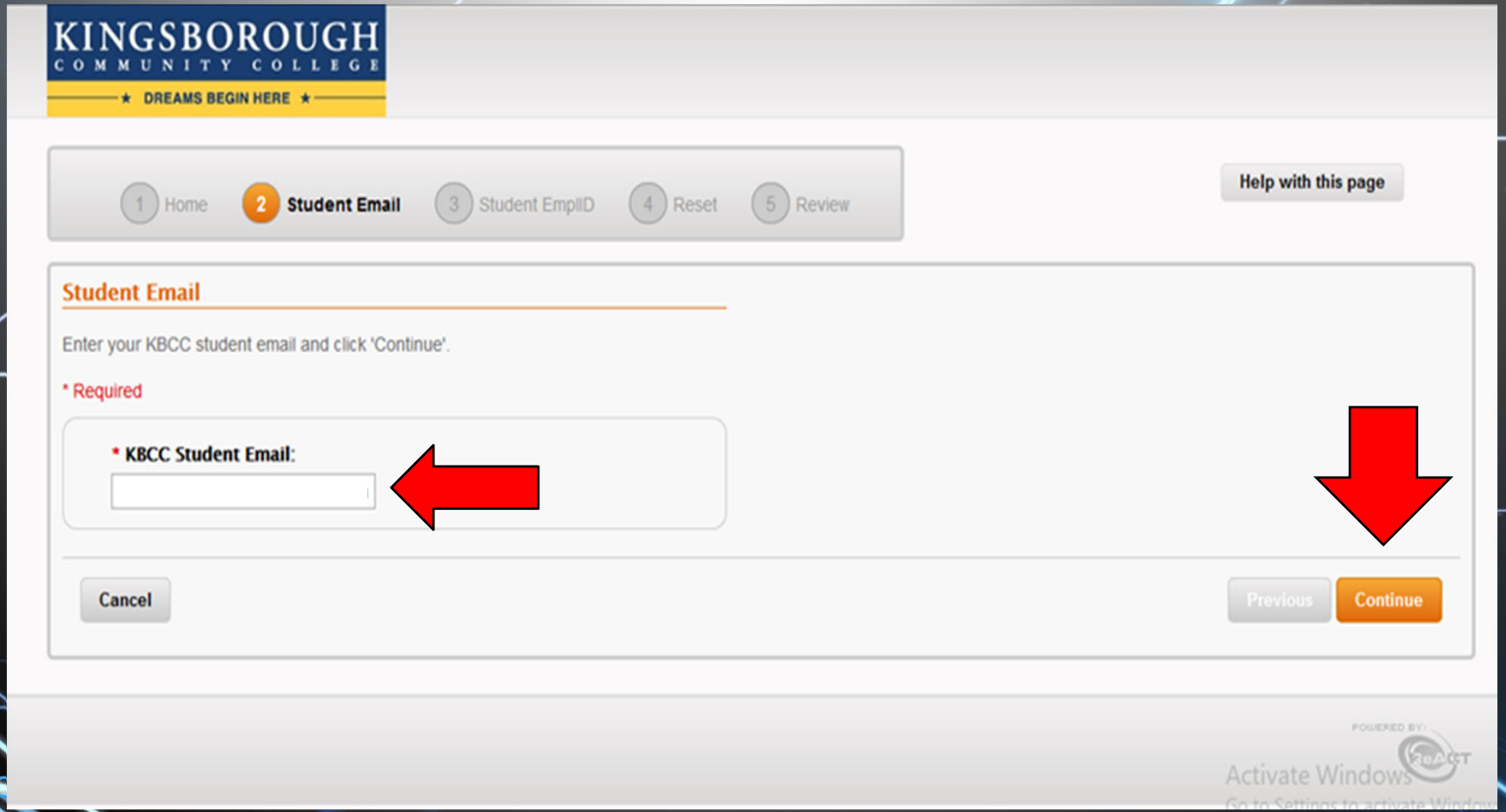


CLICK ON **GO TO RESET TOOL**

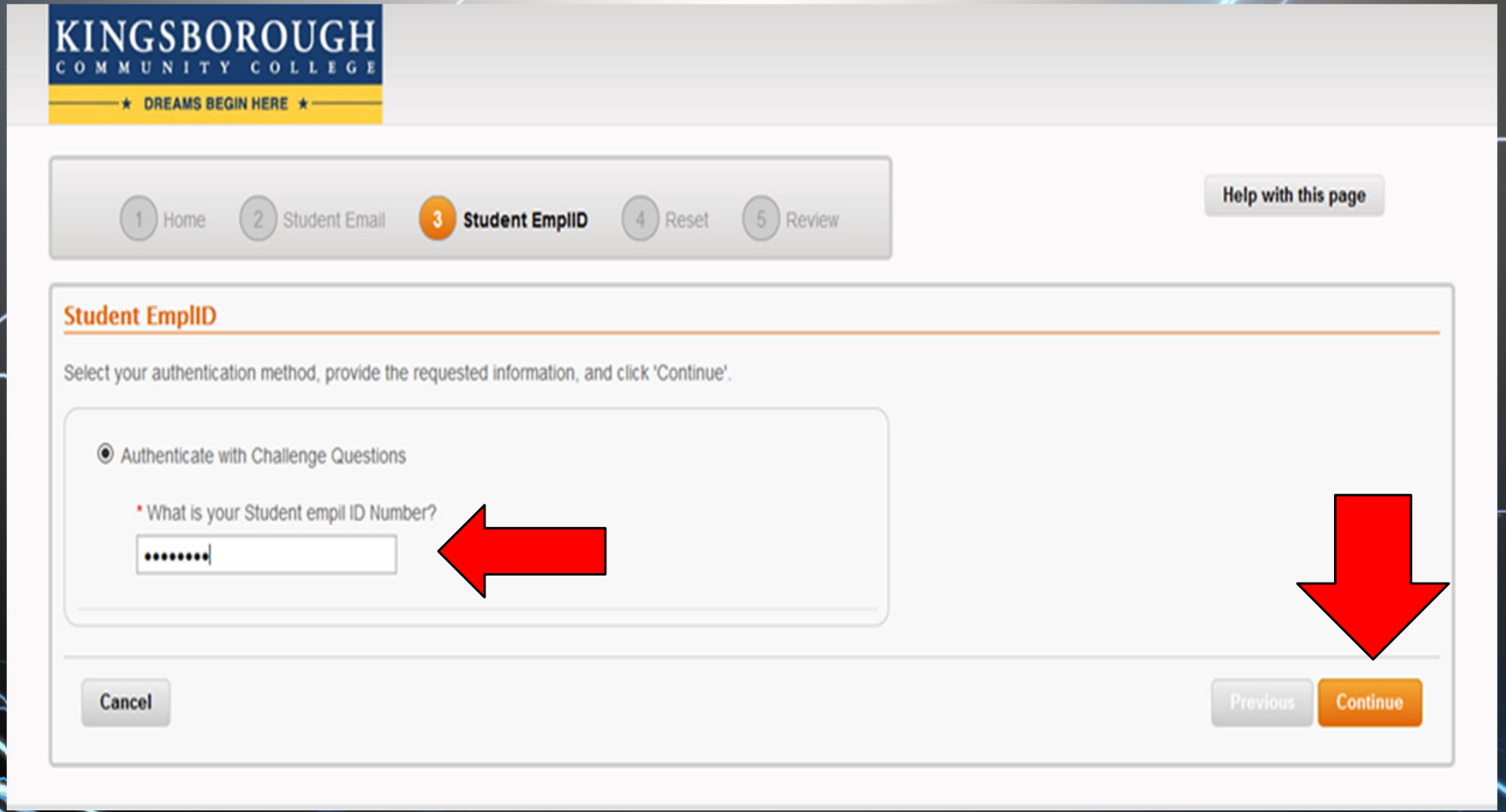


ENTER YOUR KBCC STUDENT EMAIL ADDRESS

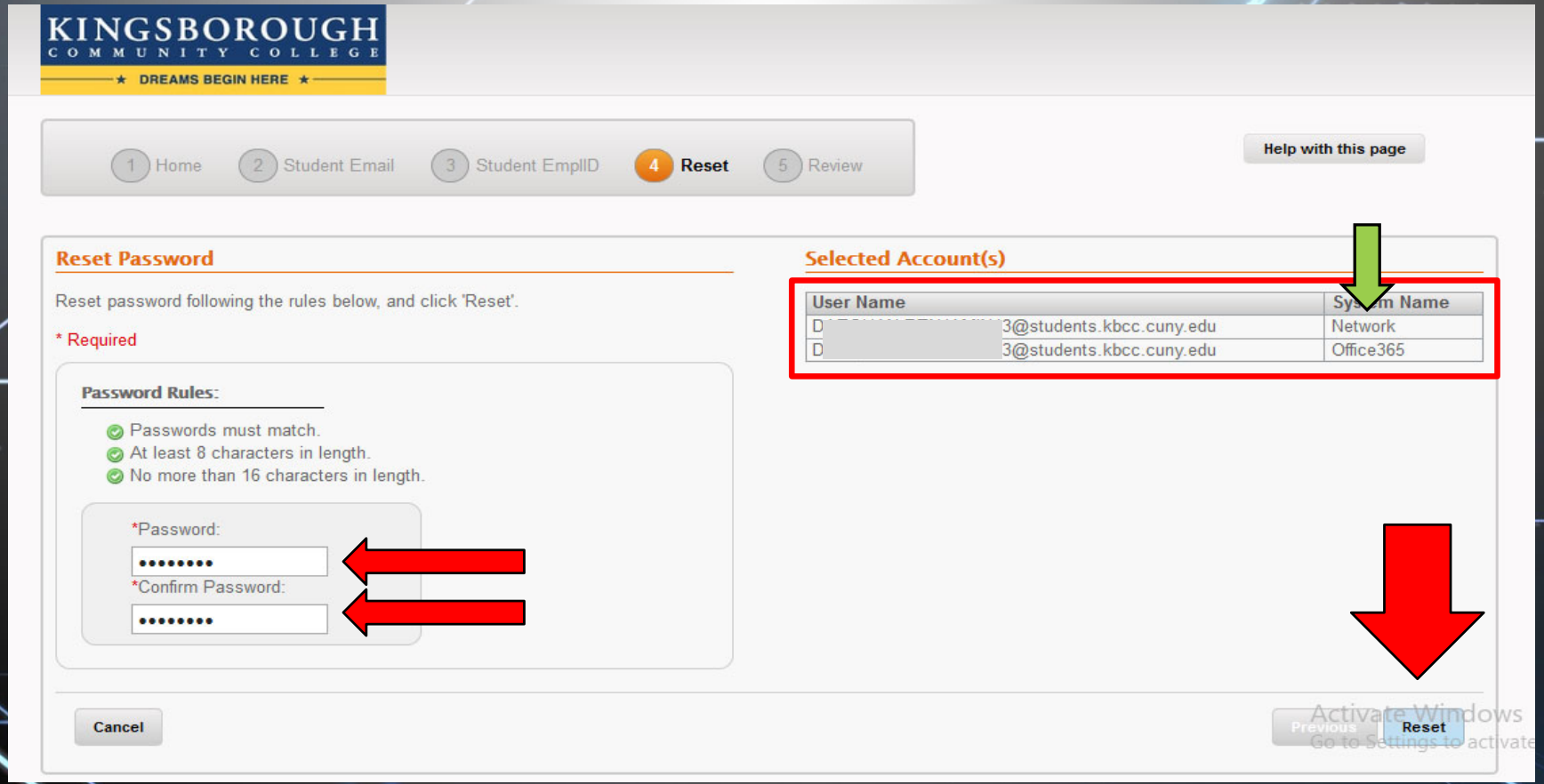
FIRSTNAME.LASTNAME##@STUDENTS.KBCC.CUNY.EDU



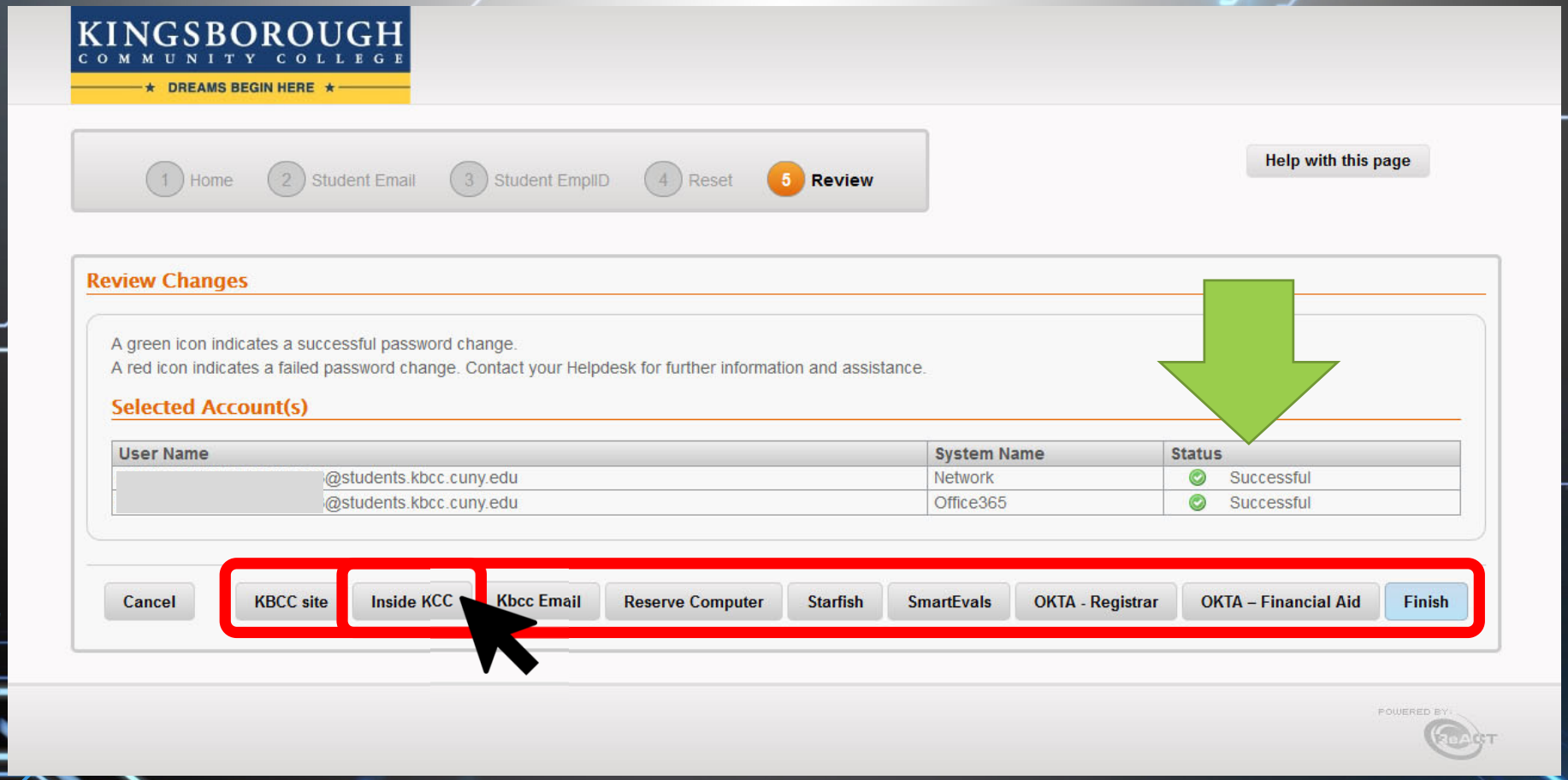
ENTER YOUR **EMPLID/STUDENT ID NUMBER**



CREATE YOUR OWN PERSONAL PASSWORD
SAME PASSWORD IN BOTH FIELDS



WHEN **SUCCESSFUL** CLICK ON **FINISH**

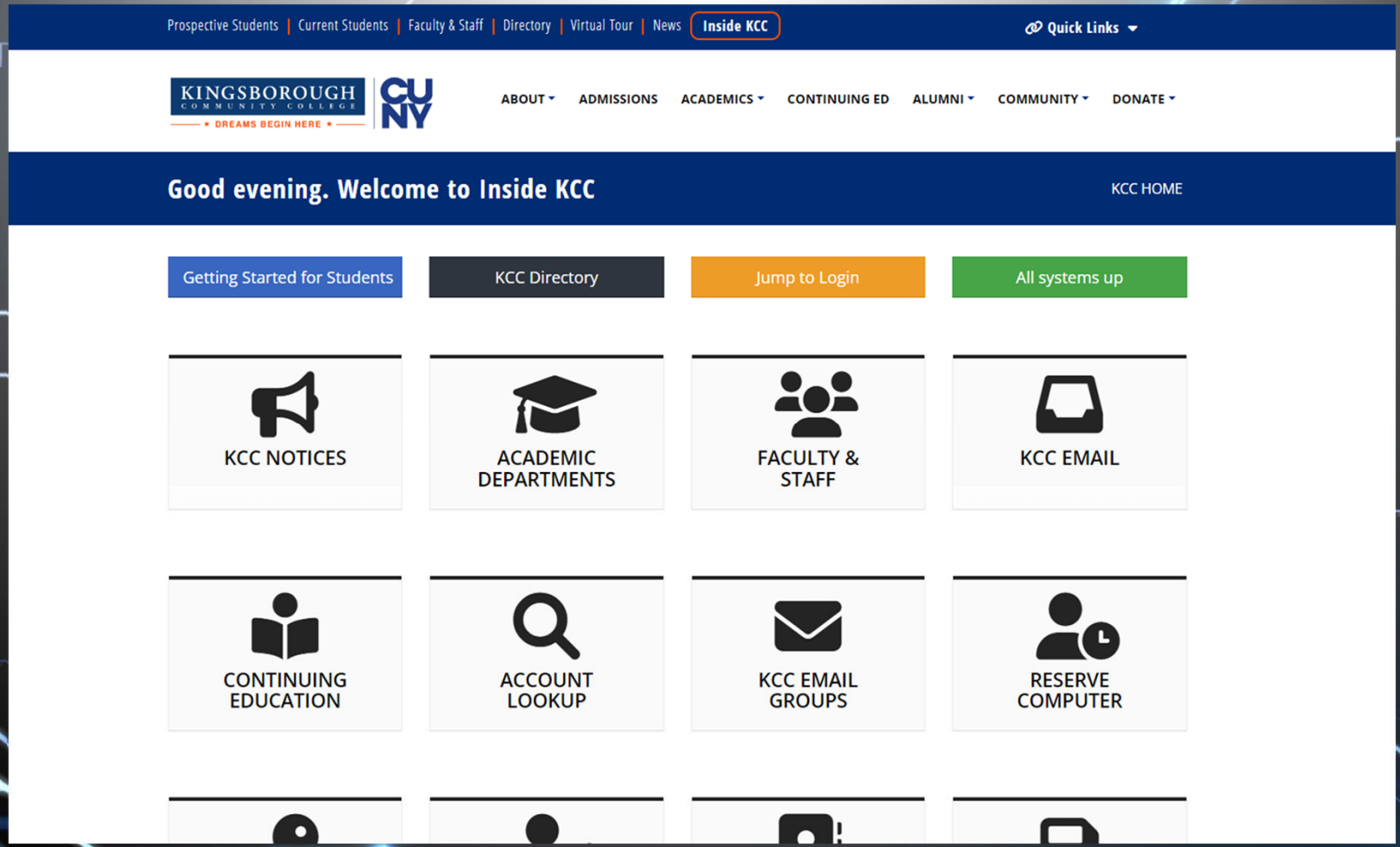


INSIDE KCC

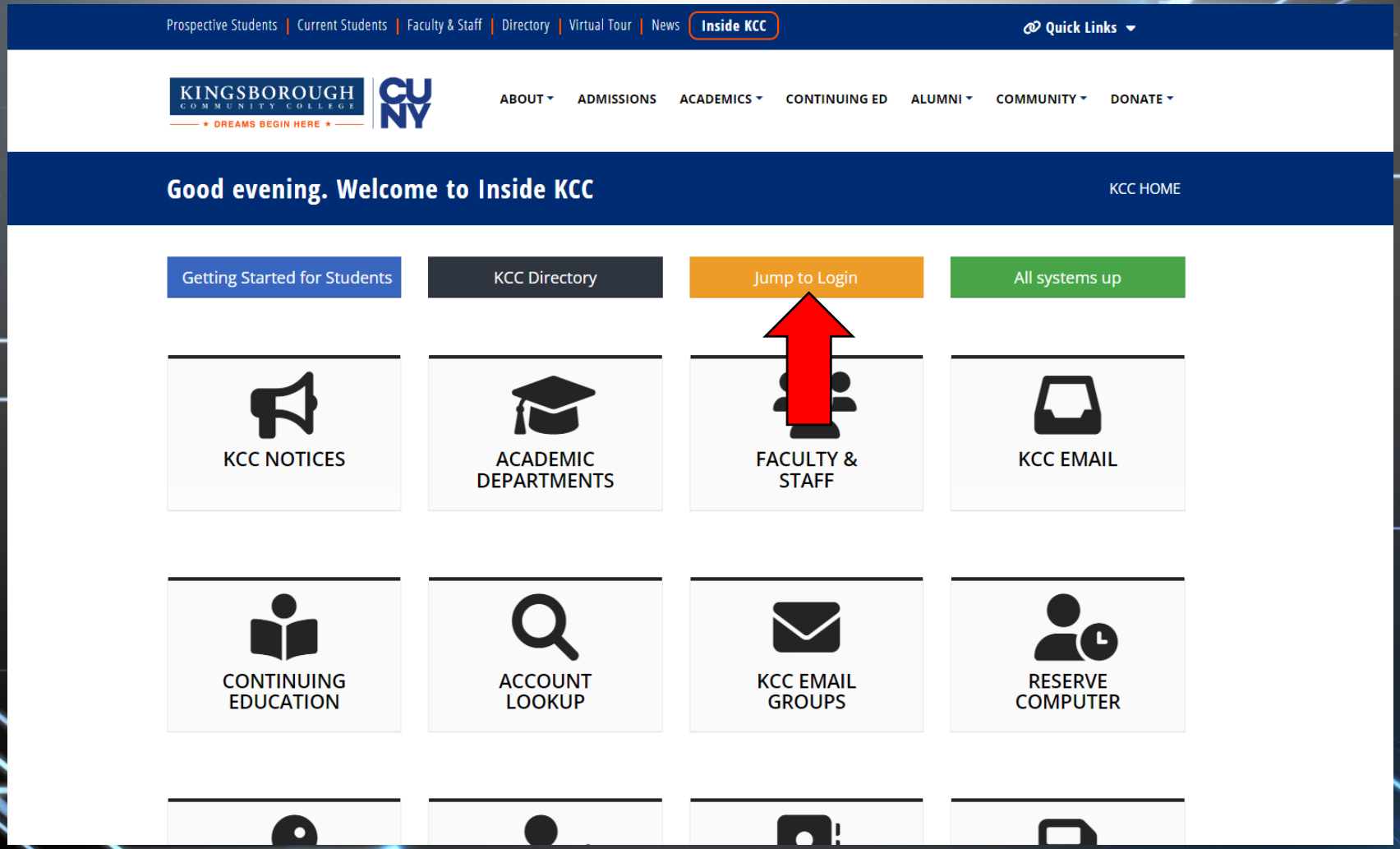
WILL SIMULTANEOUSLY RESET ALL OF THE FOLLOWING ACCOUNTS

*INSIDE KCC
*Student Email (Microsoft Office)
*WIFI
*Navigate
*VDI (Remote Computer Labs)
*SmartEvals
*OKTA-Dynamic Form
*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)

BACK TO INSIDE KCC



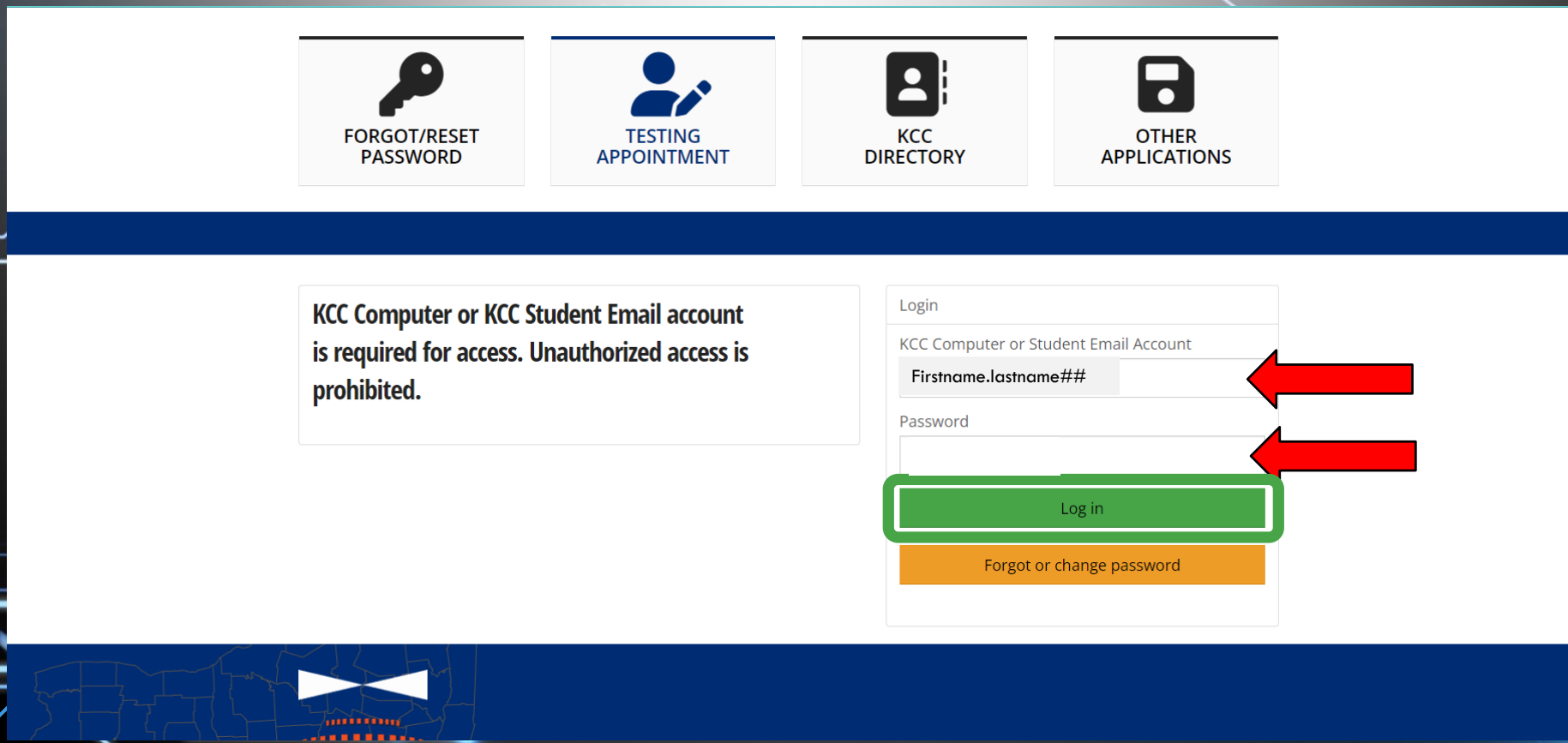
CLICK ON **JUMP TO LOGIN**



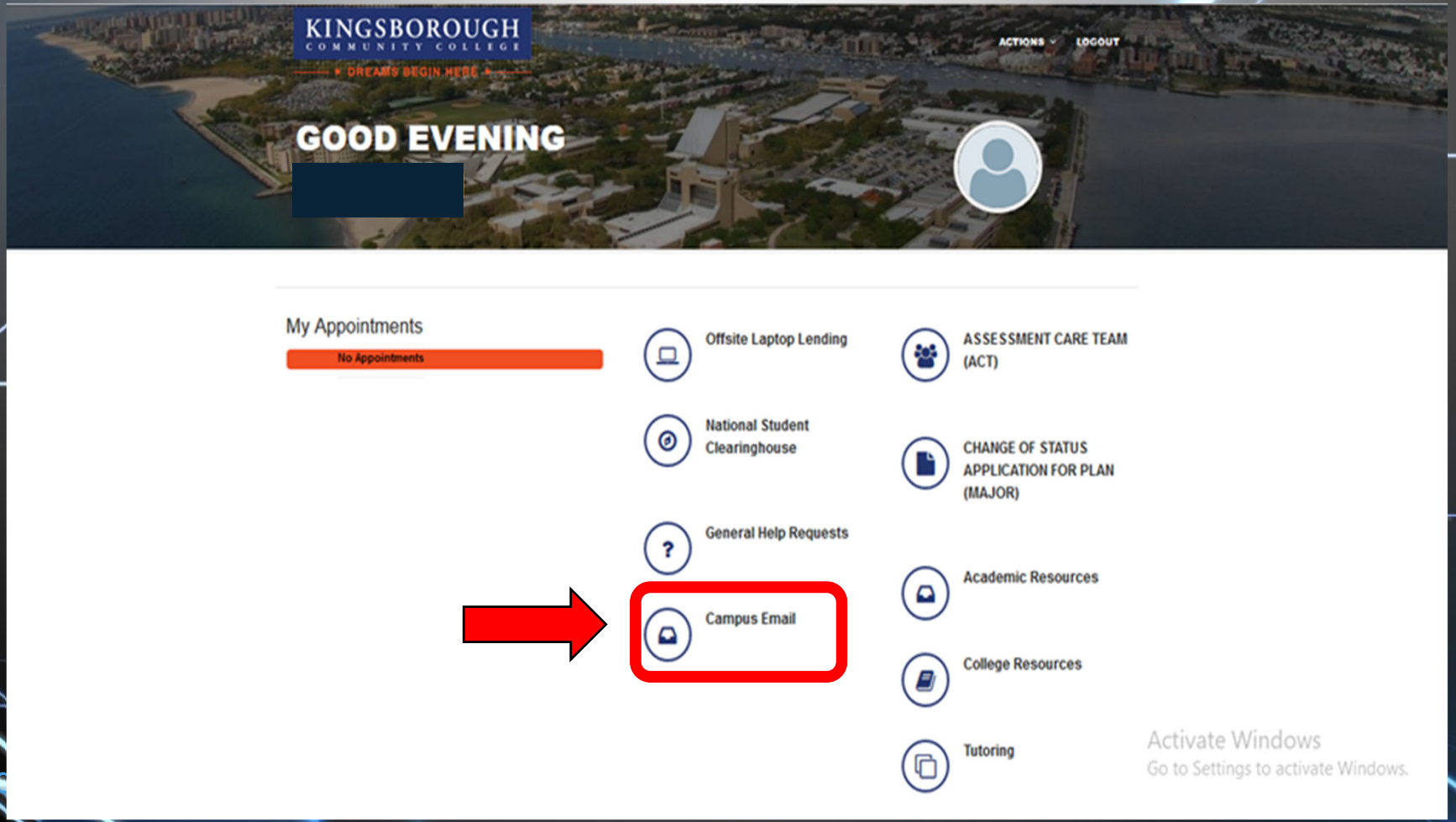
ENTER YOUR KBCC STUDENT EMAIL ADDRESS

FIRSTNAME.LASTNAME##@STUDENTS.KBCC.CUNY.EDU

& THE PASSWORD YOU JUST CREATED



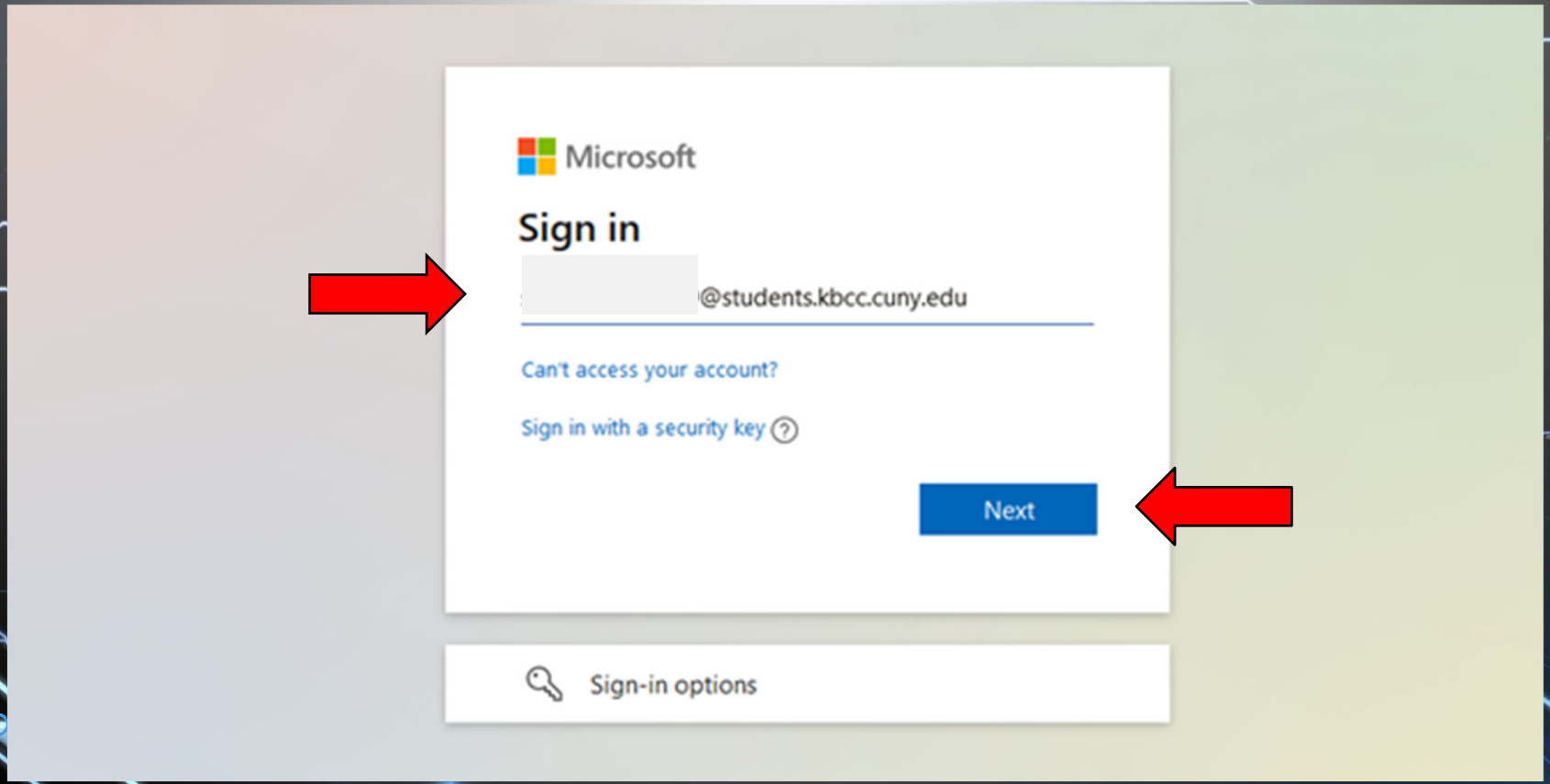
CLICK ON **CAMPUS EMAIL**



ENTER YOUR KBCC STUDENT EMAIL ADDRESS

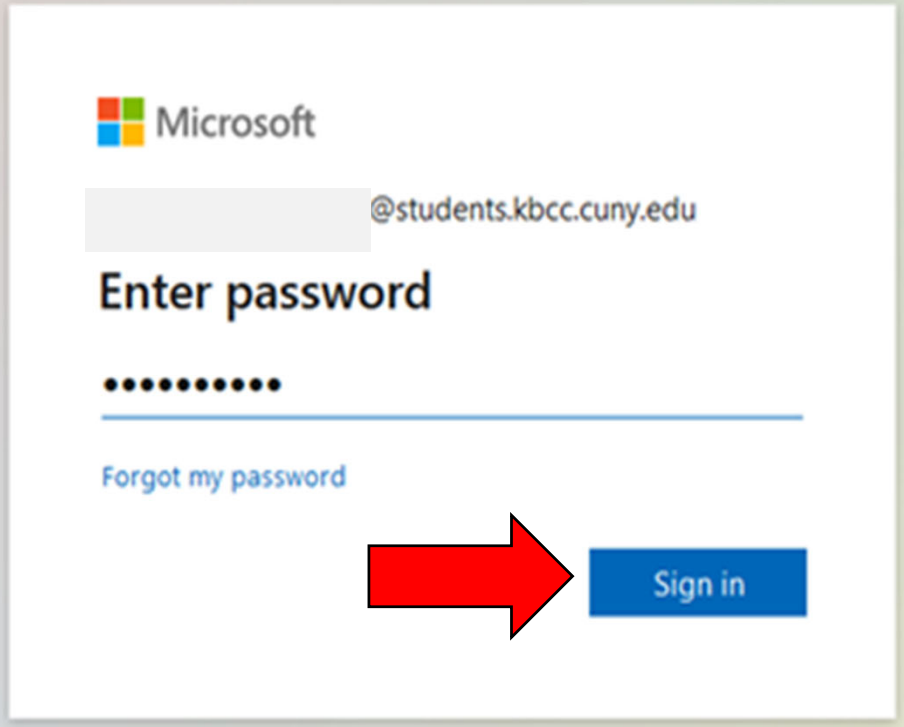
FIRSTNAME.LASTNAME##@STUDENTS.KBCC.CUNY.EDU

CLICK ON **NEXT**

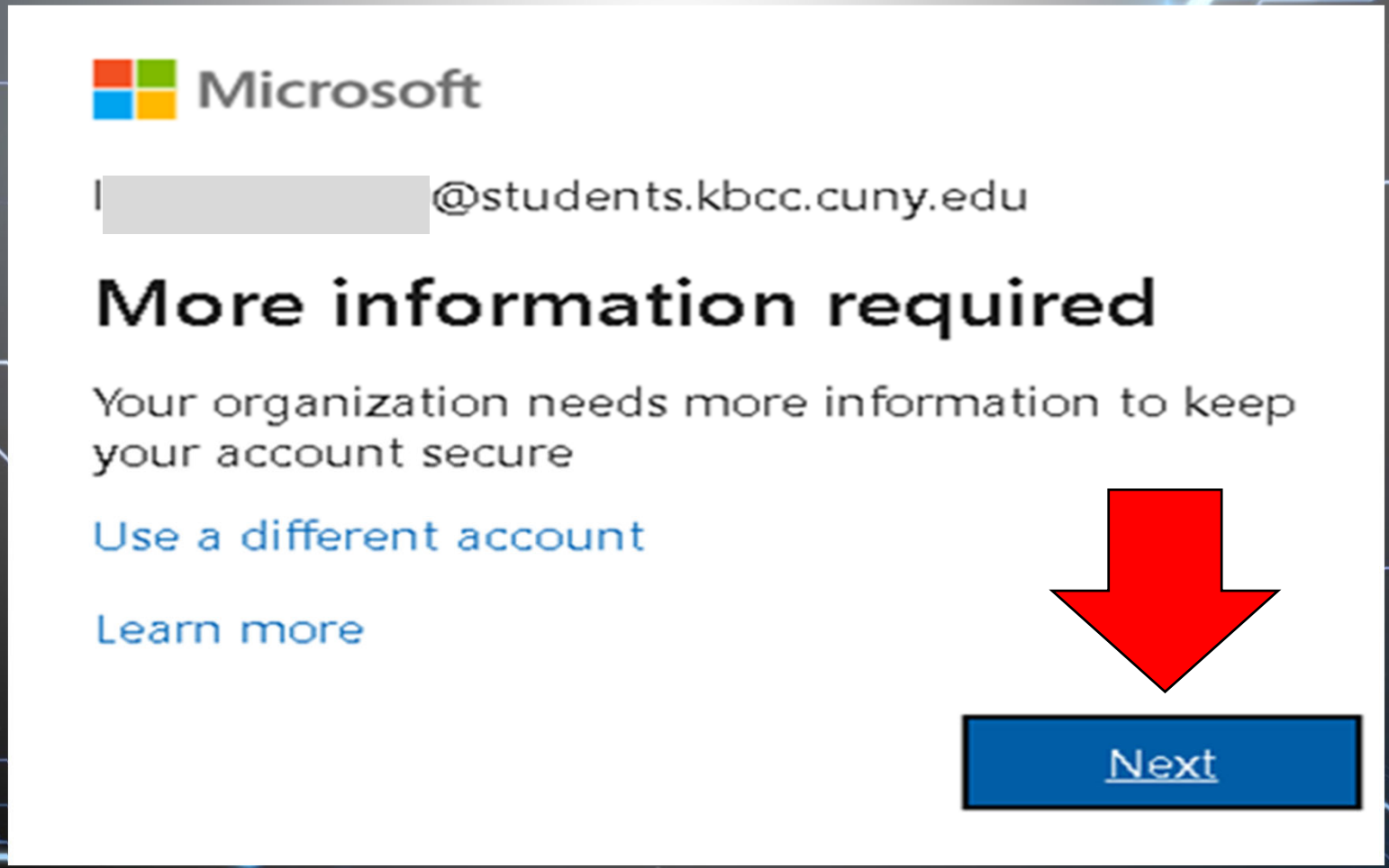


ENTER **THE PASSWORD YOU JUST CREATED**

CLICK ON **SIGN IN**

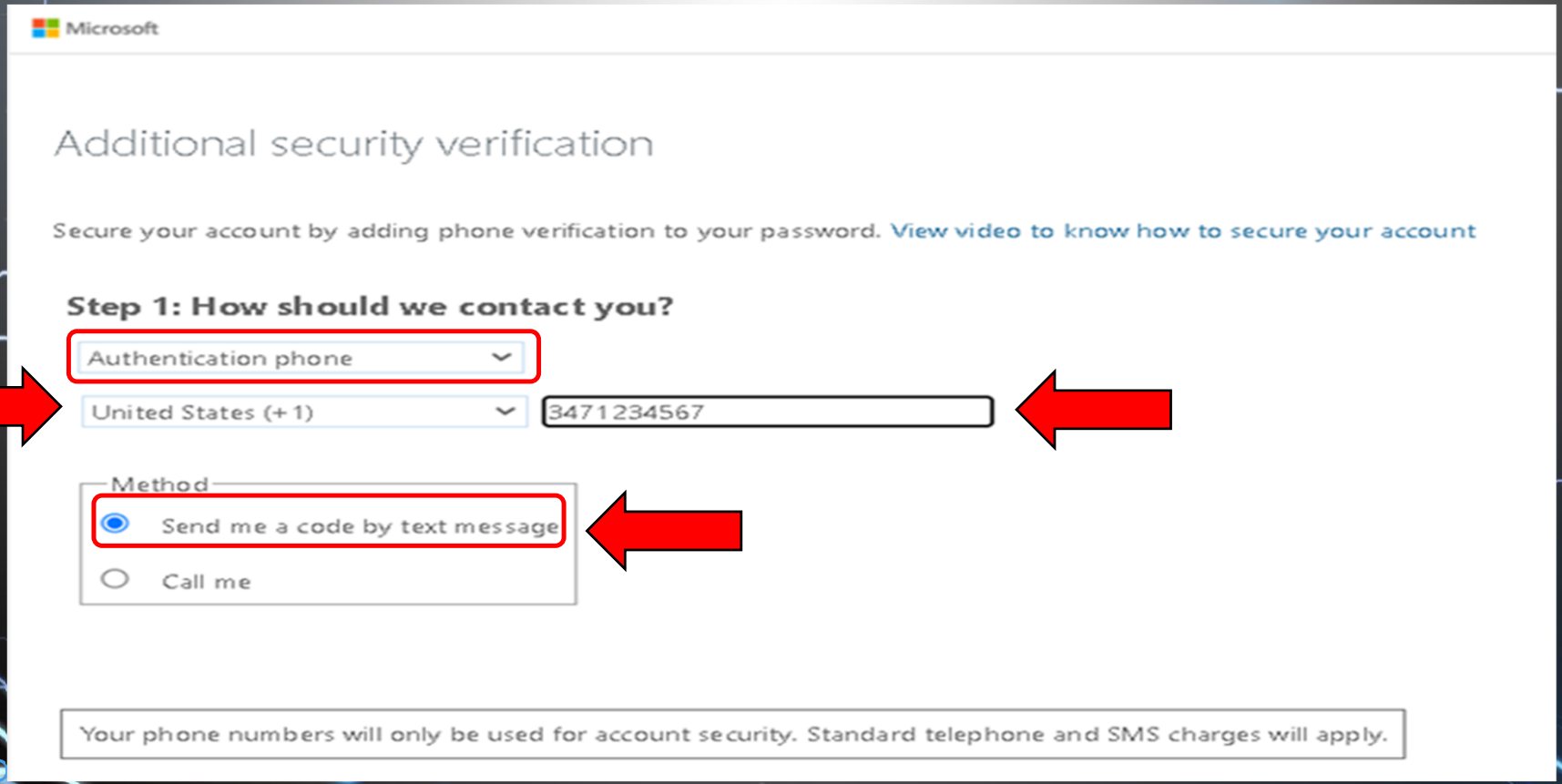


MORE INFORMATION REQUIRED



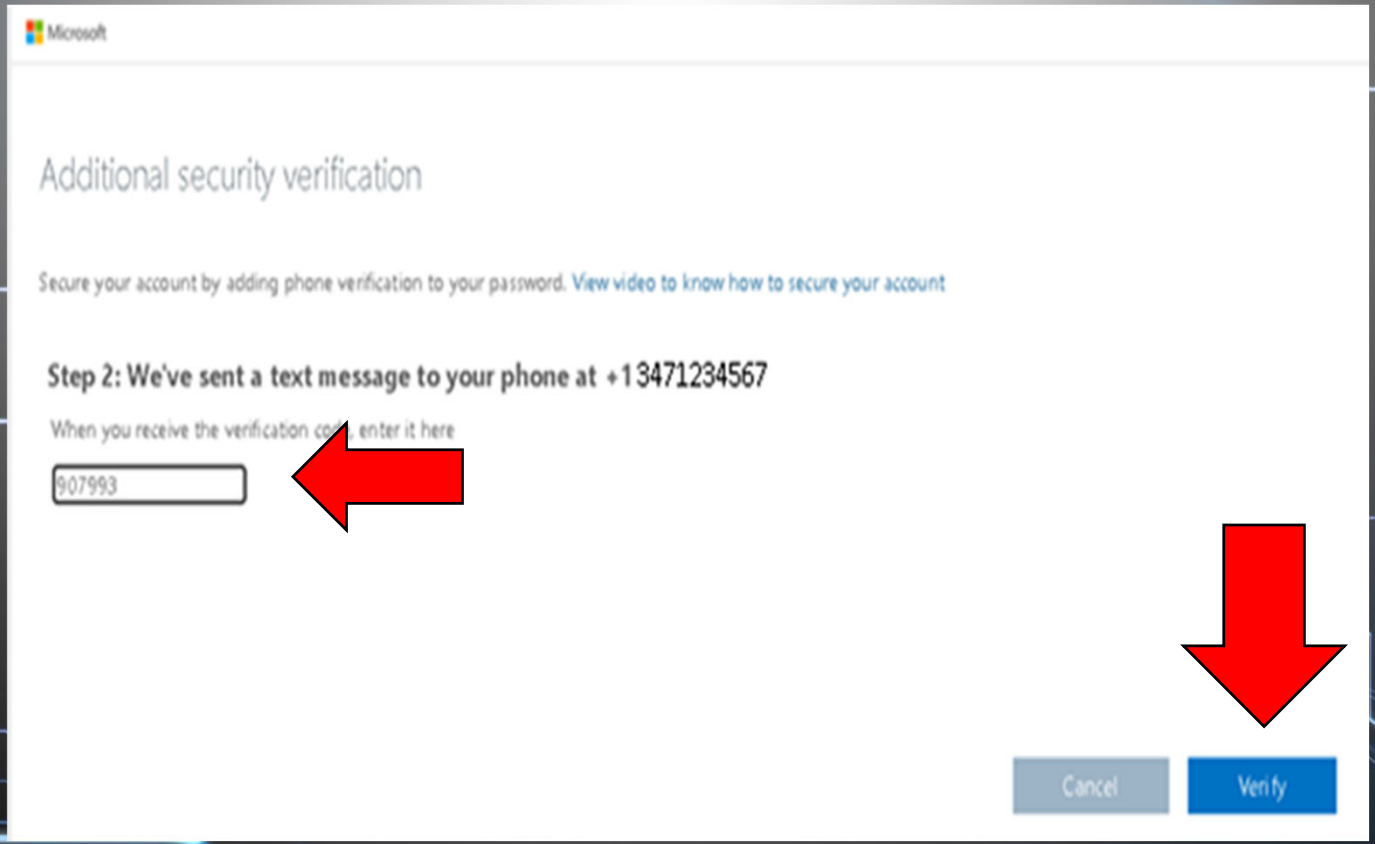
ADDITIONAL SECURITY VERIFICATION

SELECT YOUR **COUNTRY**, ENTER **CELL NUMBER**, SELECT **SEND ME A CODE BY TEXT MESSAGE**

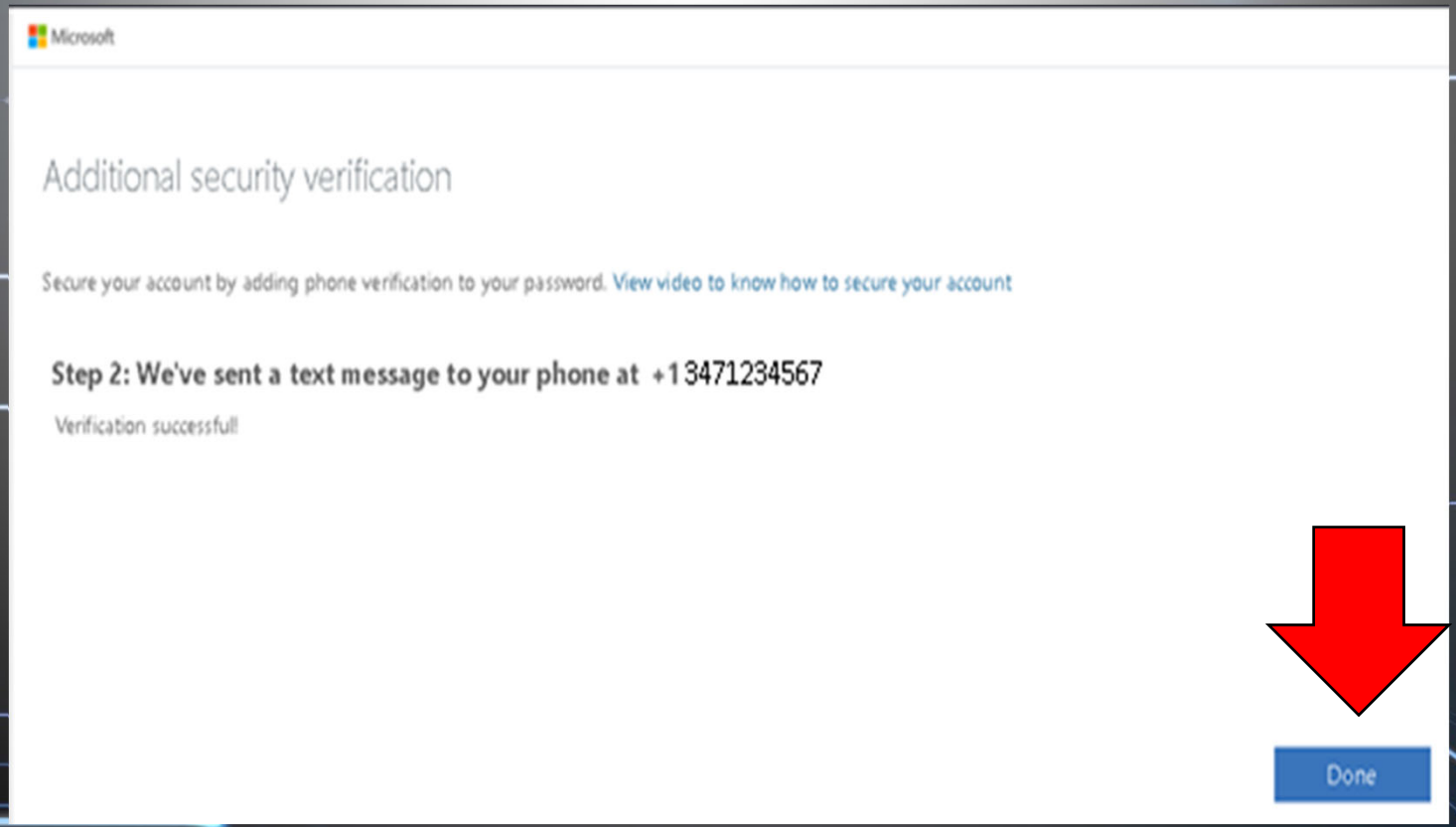


VERIFICATION CODE

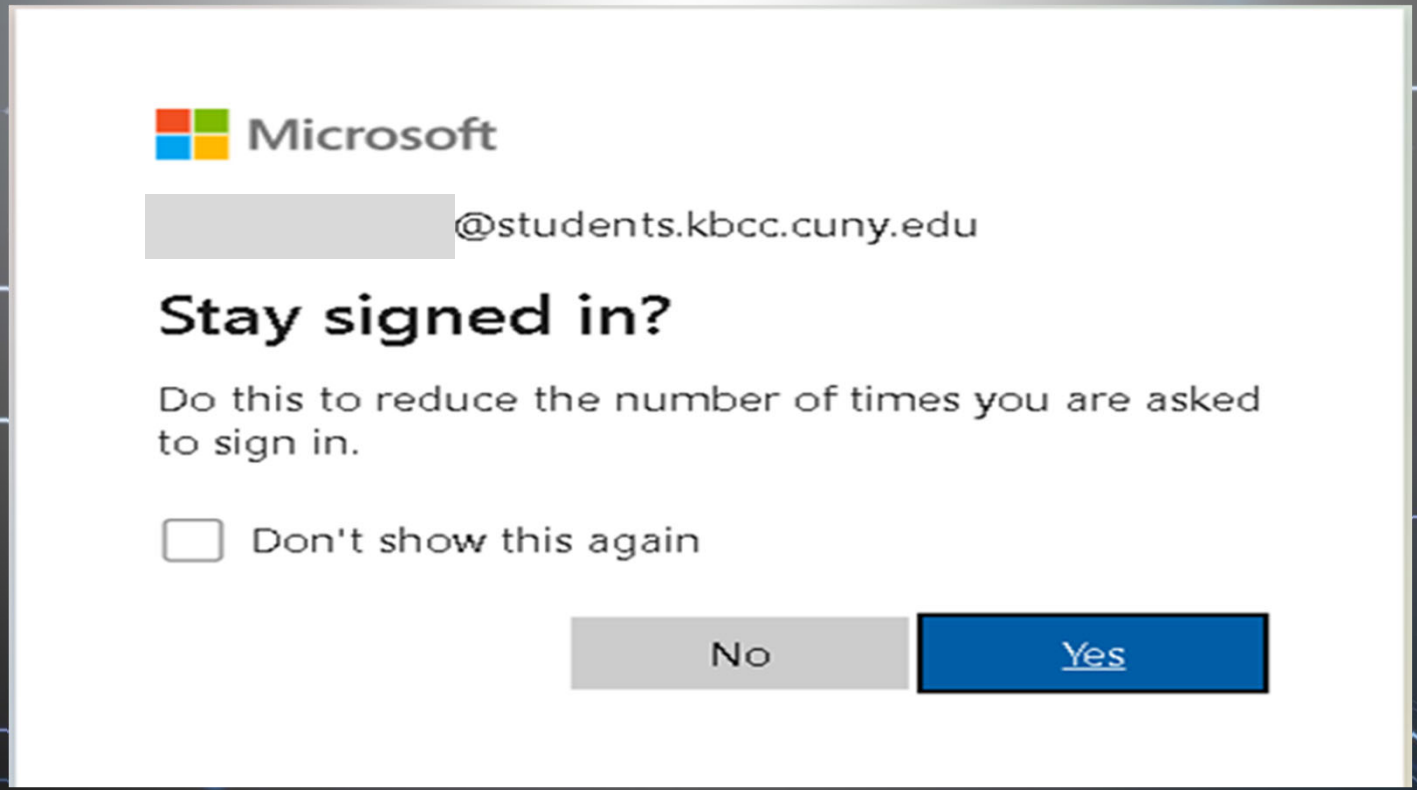
ENTER **CODE**, CLICK ON **VERIFY**



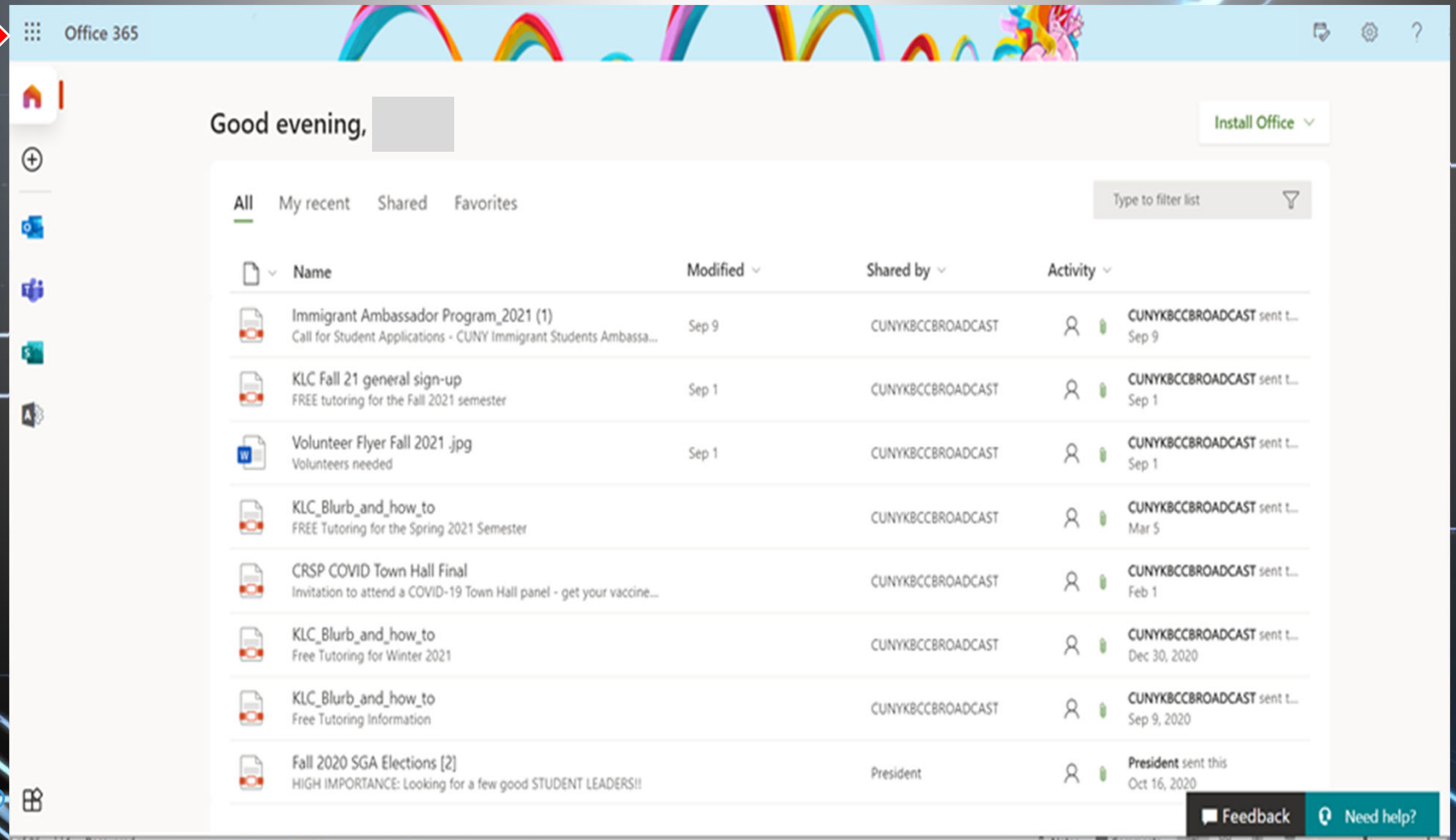
VERIFICATION SUCCESSFUL
CLICK ON **DONE**



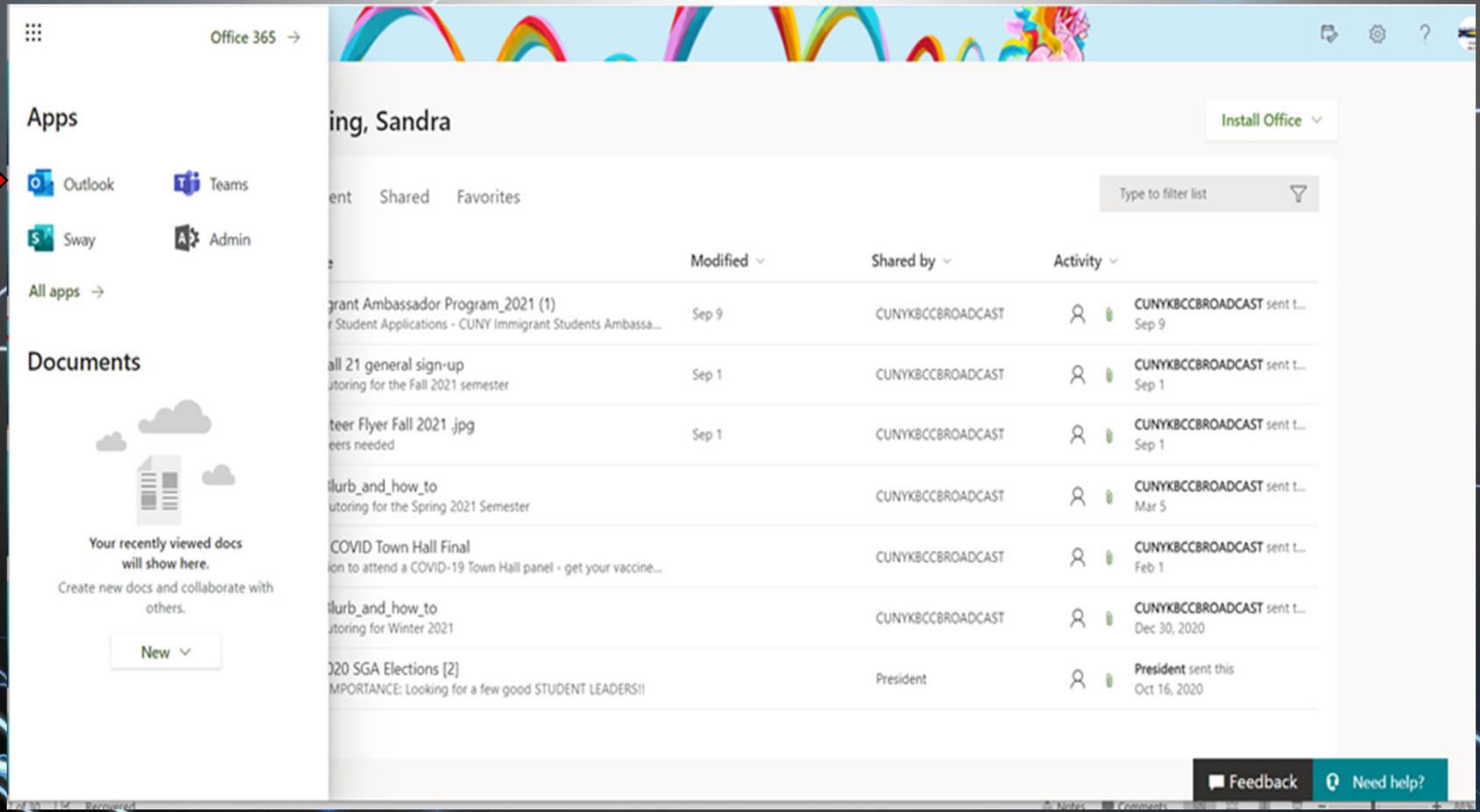
STAY SIGNED IN?



MICROSOFT OFFICE 365
CLICK ON THE **9 SMALL SQUARES**

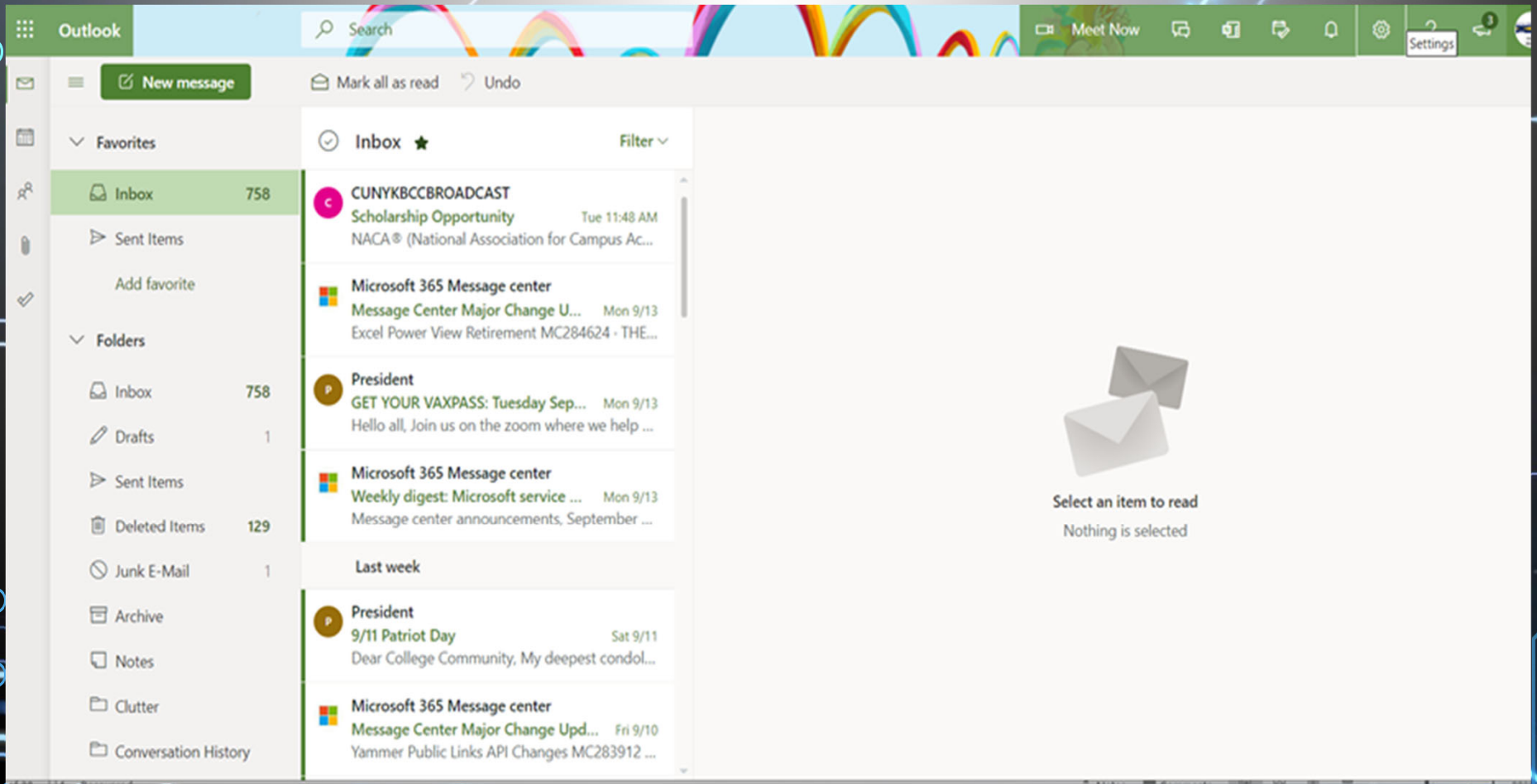


MICROSOFT OFFICE 365
CLICK ON **OUTLOOK**



MICROSOFT OFFICE 365

YOUR INBOX



STUDENT HELP DESK/BRIGHTSPACE SUPPORT

Student Help Desk

1-718-368-6679 option 2

HELPDESK@students.kbcc.cuny.edu

Brightspace Support

1-718-368-6679 option 2, option 2

KCC-Brightspace.Support@kbcc.cuny.edu