

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**

The image shows a screenshot of the Kingsborough Community College (KCC) website homepage. At the top, a dark blue navigation bar contains links for 'Prospective Students', 'Current Students', 'Faculty & Staff', 'Directory', 'Virtual Tour', 'News', and 'Inside KCC'. The 'Inside KCC' link is highlighted with a red arrow. To the right of the navigation bar are 'Quick Links' and a search icon. Below the navigation bar is a white header with the KCC logo (KINGSBOROUGH COMMUNITY COLLEGE | CUNY) and the tagline 'DREAMS BEGIN HERE'. A menu of navigation links includes 'ABOUT', 'ADMISSIONS', 'CONTINUING ED', 'ALUMNI', 'COMMUNITY', and 'DONATE'. A light blue banner below the header reads 'SPRING AND SUMMER 2021 REGISTRATION IS OPEN.' with a laptop icon. A yellow banner below that says 'Be Campus Ready. Visit Upload Your Vaccination Verification Information, Visitor Policy & New Campus Reopening Hub.' A dark blue banner at the bottom of the page features the 'KCC FLEX' logo and the text '100% Online Degrees | Affordable and Flexible'. The bottom of the page shows a photograph of three students (two women and one man) smiling and talking outdoors on a campus path.



CLICK ON **JUMP TO LOGIN**



Good evening. Welcome to Inside KCC

KCC HOME

Getting Started for Students

KCC Directory

Jump to Login

All systems up



KCC NOTICES



ACADEMIC DEPARTMENTS



FACULTY & STAFF



KCC EMAIL



CONTINUING EDUCATION



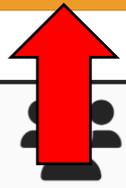
ACCOUNT LOOKUP



KCC EMAIL GROUPS



RESERVE COMPUTER



CLICK ON **FORGOT OR CHANGE PASSWORD**



FORGOT/RESET
PASSWORD



TESTING
APPOINTMENT



KCC
DIRECTORY



OTHER
APPLICATIONS

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

KCC Computer or KCC Student Email account is required for access. Unauthorized access is prohibited.

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

Login

KCC Computer or Student Email Account

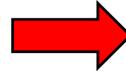
Username

Password

Password

Log in

Forgot or change password



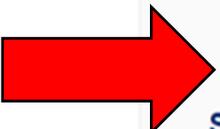
CLICK ON **STUDENT FORGOT OR RESET PASSWORD**

Prospective Students | Current Students | Faculty & Staff | Directory | Virtual Tour | News | **Inside KCC** | Quick Links ▾

KINGSBOROUGH
COMMUNITY COLLEGE
— ★ DREAMS BEGIN HERE ★ —

OFFICE OF INFORMATION TECHNOLOGY SERVICES | HOME

Make a selection below



**STUDENT FORGOT OR
RESET PASSWORD**



**FACULTY & STAFF
FORGOT OR RESET
PASSWORD**



**CONT.ED. STUDENT
FORGOT OR RESET
PASSWORD**

Activate Windows
Go to Settings to activate Windows.

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

CLICK ON **GO TO RESET TOOL**

- 1 Home
- 2 Student Email
- 3 Student EmplID
- 4 Reset
- 5 Review

Help with this page

Selfserve

ReACT Selfserve allows you to configure your ReACT profile, update your authentication methods, and reset or unlock Network accounts.

Password Reset



Forgot your password? Use the Password Reset tool to configure new Network account passwords.

[Go to Reset Tool](#)

Activate Windows
Go to Settings to activate Windows.



ENTER YOUR KBCC STUDENT EMAIL ADDRESS

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

KINGSBOROUGH
COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

1 Home 2 **Student Email** 3 Student EmplID 4 Reset 5 Review [Help with this page](#)

Student Email

Enter your KBCC student email and click 'Continue'.

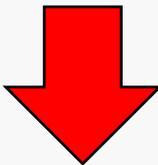
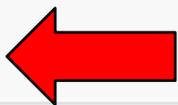
* Required

* KBCC Student Email:

Cancel Previous **Continue**

POWERED BY: ReACT

Activate Windows
Go to Settings to activate Windows



ENTER YOUR **EMPLID/STUDENT ID NUMBER**

KINGSBOROUGH
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

1 Home 2 Student Email **3 Student EmplID** 4 Reset 5 Review

Help with this page

Student EmplID

Select your authentication method, provide the requested information, and click 'Continue'.

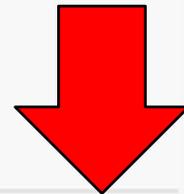
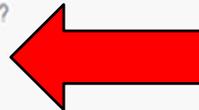
Authenticate with Challenge Questions

* What is your Student empl ID Number?

Cancel

Previous

Continue



CREATE YOUR OWN PERSONAL PASSWORD SAME PASSWORD IN BOTH FIELDS

KINGSBOROUGH
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

1 Home 2 Student Email 3 Student EmplID 4 **Reset** 5 Review

Help with this page

Reset Password

Reset password following the rules below, and click 'Reset'.

* Required

Password Rules:

- ✔ Passwords must match.
- ✔ At least 8 characters in length.
- ✔ No more than 16 characters in length.

*Password:

••••••••

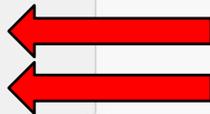
*Confirm Password:

••••••••

Cancel

Selected Account(s)

User Name	System Name
D 3@students.kbcc.cuny.edu	Network
D 3@students.kbcc.cuny.edu	Office365



Activate Windows
Go to Settings to activate

Previous **Reset**



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

Review Changes

A green icon indicates a successful password change.
A red icon indicates a failed password change. Contact your Helpdesk for further information and assistance.



Selected Account(s)

User Name	System Name	Status
@students.kbcc.cuny.edu	Network	✓ Successful
@students.kbcc.cuny.edu	Office365	✓ Successful

Cancel

KBCC site

Inside KCC

Kbcc Email

Reserve Computer

Starfish

SmartEvals

OKTA - Registrar

OKTA - Financial Aid

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**

Prospective Students | Current Students | Faculty & Staff | Directory | Virtual Tour | News | **Inside KCC** | Quick Links ▾

KINGSBOROUGH COMMUNITY COLLEGE | **CUNY**
* DREAMS BEGIN HERE *

ABOUT ▾ | ADMISSIONS | ACADEMICS ▾ | CONTINUING ED | ALUMNI ▾ | COMMUNITY ▾ | DONATE ▾

Good evening. Welcome to Inside KCC

[KCC HOME](#)

Getting Started for Students

KCC Directory

Jump to Login

All systems up



KCC NOTICES



ACADEMIC DEPARTMENTS



FACULTY & STAFF



KCC EMAIL



CONTINUING EDUCATION



ACCOUNT LOOKUP



KCC EMAIL GROUPS



RESERVE COMPUTER

CLICK ON **JUMP TO LOGIN**

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Quick Links ▾



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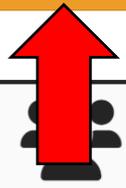
ACCOUNT LOOKUP



KCC EMAIL GROUPS



RESERVE COMPUTER



ENTER YOUR KBCC STUDENT EMAIL ADDRESS

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

& THE PASSWORD YOU JUST CREATED



FORGOT/RESET
PASSWORD



TESTING
APPOINTMENT



KCC
DIRECTORY



OTHER
APPLICATIONS

KCC Computer or KCC Student Email account
is required for access. Unauthorized access is
prohibited.

Login

KCC Computer or Student Email Account

Firstname.lastname##

Password

Log in

Forgot or change password



CLICK ON **CAMPUS EMAIL**



My Appointments

No Appointments



Offsite Laptop Lending



National Student Clearinghouse



General Help Requests



Campus Email



ASSESSMENT CARE TEAM (ACT)



CHANGE OF STATUS APPLICATION FOR PLAN (MAJOR)



Academic Resources



College Resources



Tutoring

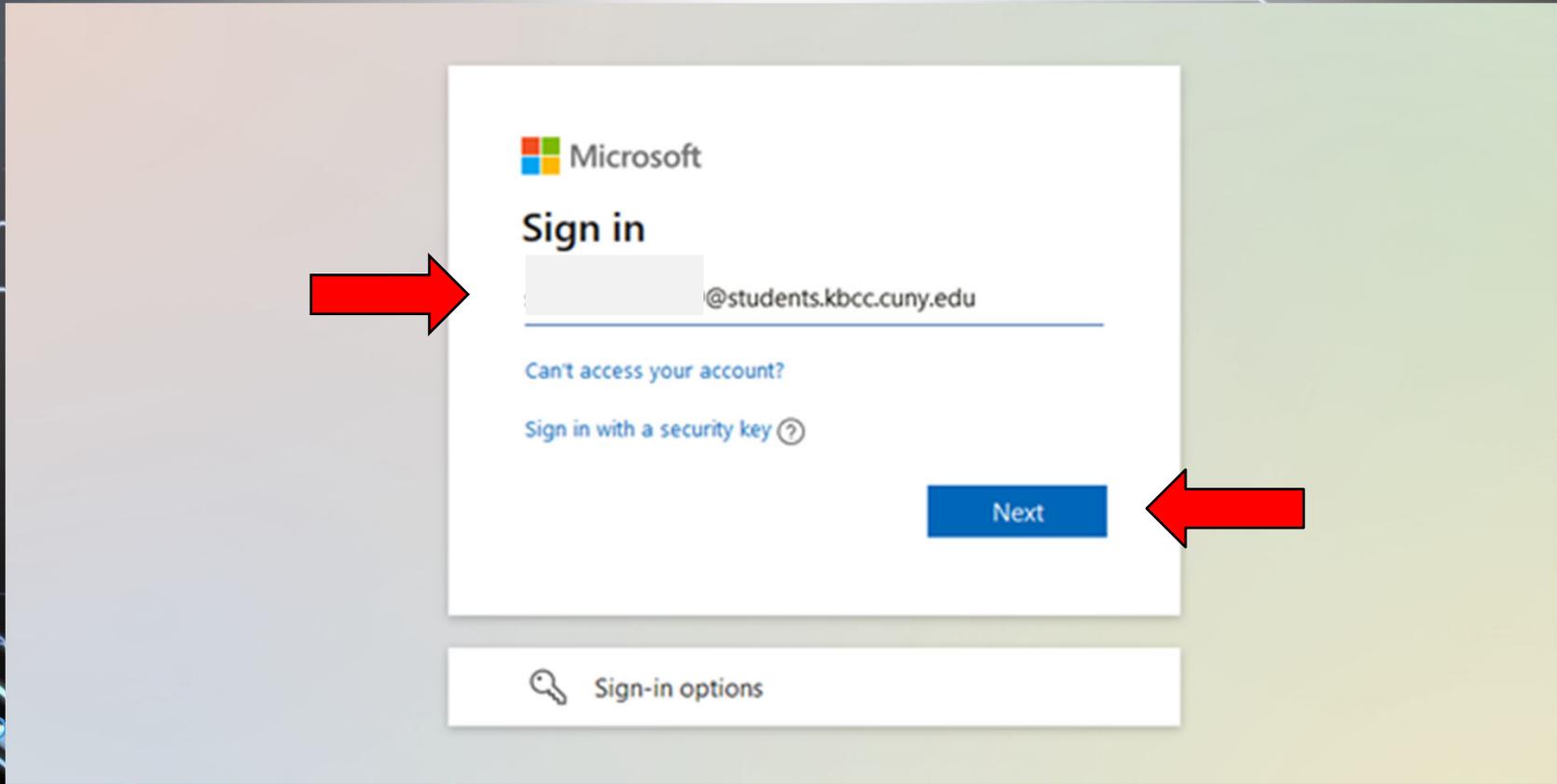
Activate Windows
Go to Settings to activate Windows.



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**

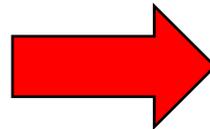


@students.kbcc.cuny.edu

Enter password

.....

[Forgot my password](#)



Sign in



MORE INFORMATION REQUIRED



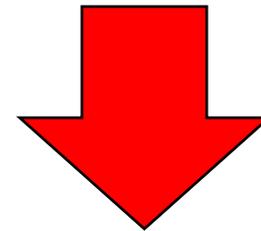
| [redacted] @students.kbcc.cuny.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



[Next](#)



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

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

3471234567

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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

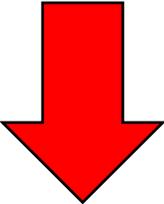
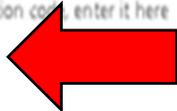
Microsoft

Additional security verification

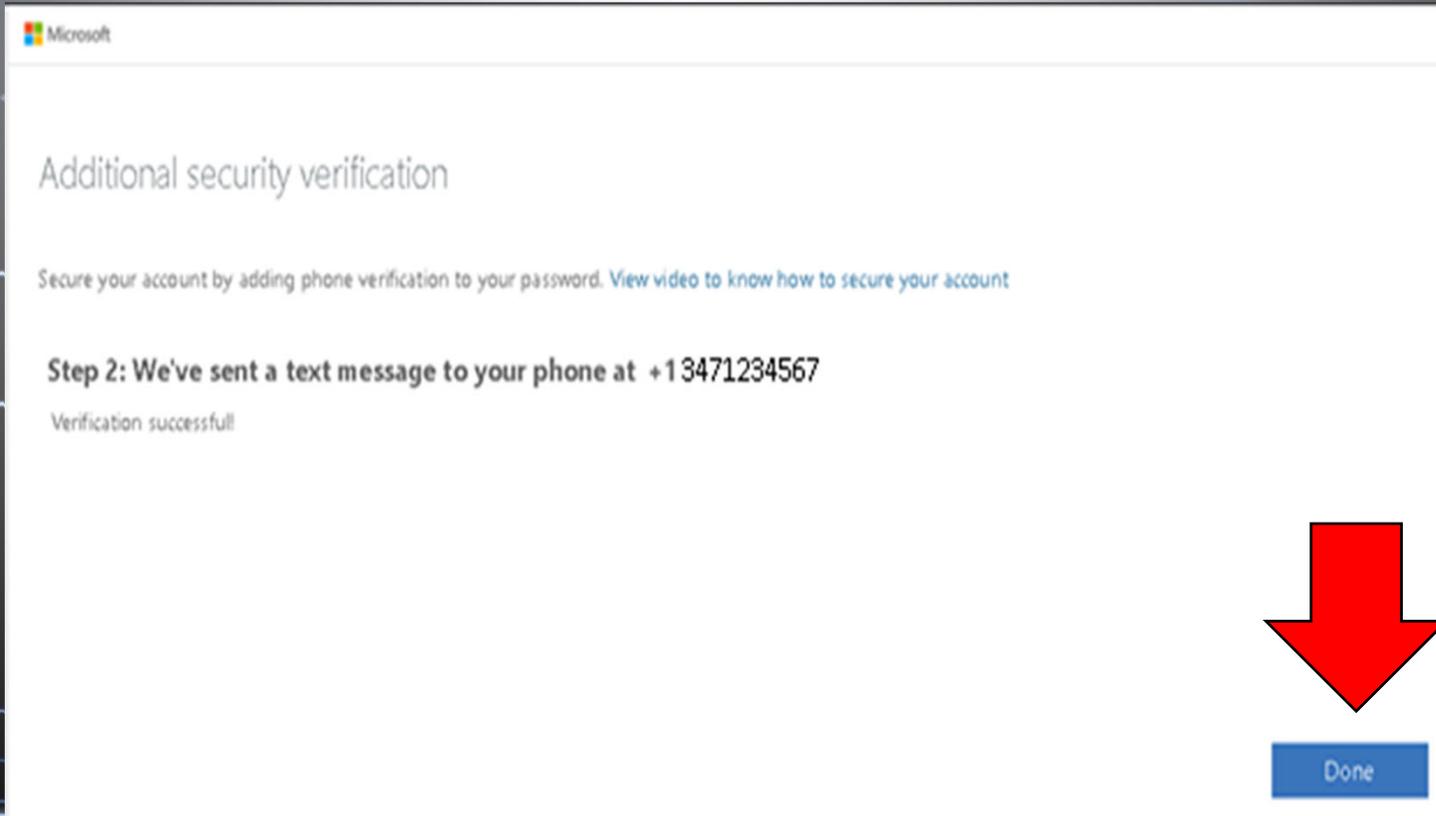
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +13471234567

When you receive the verification code, enter it here



VERIFICATION SUCCESSFUL
CLICK ON **DONE**



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +13471234567

Verification successfull

Done

A large red arrow points to the 'Done' button.

STAY SIGNED IN?



[Redacted]@students.kbcc.cuny.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

MICROSOFT OFFICE 365

CLICK ON THE 9 SMALL SQUARES

Office 365

Good evening, [User Name]

Install Office

All My recent Shared Favorites

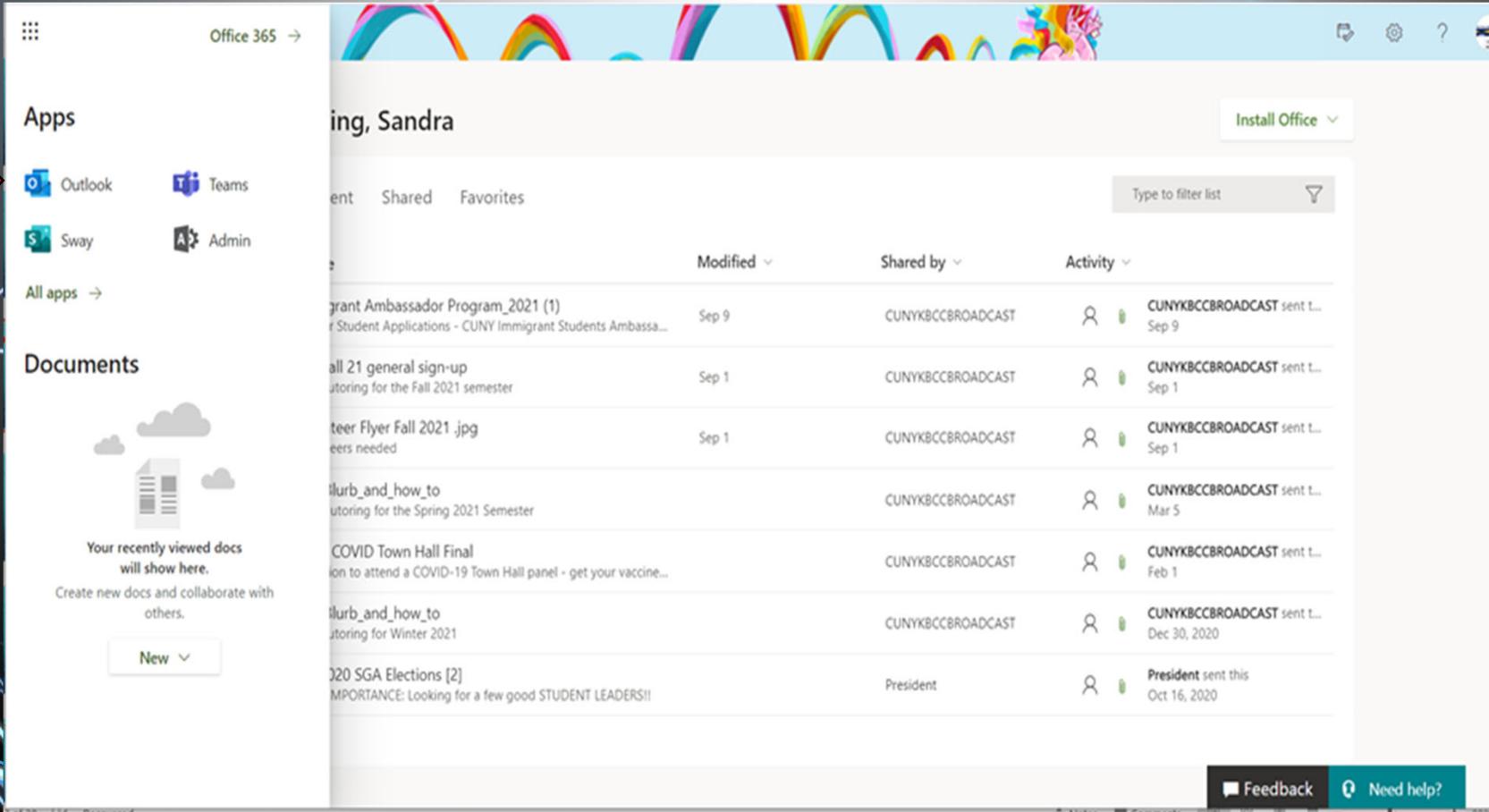
Type to filter list

Name	Modified	Shared by	Activity
Immigrant Ambassador Program_2021 (1) Call for Student Applications - CUNY Immigrant Students Ambassa...	Sep 9	CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Sep 9
KLC Fall 21 general sign-up FREE tutoring for the Fall 2021 semester	Sep 1	CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Sep 1
Volunteer Flyer Fall 2021 .jpg Volunteers needed	Sep 1	CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Sep 1
KLC_Blurb_and_how_to FREE Tutoring for the Spring 2021 Semester		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Mar 5
CRSP COVID Town Hall Final Invitation to attend a COVID-19 Town Hall panel - get your vaccine...		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Feb 1
KLC_Blurb_and_how_to Free Tutoring for Winter 2021		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Dec 30, 2020
KLC_Blurb_and_how_to Free Tutoring Information		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent t... Sep 9, 2020
Fall 2020 SGA Elections [2] HIGH IMPORTANCE: Looking for a few good STUDENT LEADERS!!		President	President sent this Oct 16, 2020

Feedback Need help?

MICROSOFT OFFICE 365

CLICK ON **OUTLOOK**



The screenshot displays the Microsoft Office 365 web interface. On the left, a sidebar contains the 'Apps' section, where the Outlook icon is highlighted with a red arrow. Below the 'Apps' section is the 'Documents' section, which includes a 'New' button. The main content area shows a list of documents with columns for 'Modified', 'Shared by', and 'Activity'. The document list includes items such as 'Grant Ambassador Program_2021 (1)', 'all 21 general sign-up', 'teer Flyer Fall 2021 .jpg', 'ilurb_and_how_to', 'COVID Town Hall Final', 'ilurb_and_how_to', and '2020 SGA Elections [2]'. The interface also features an 'Install Office' button in the top right corner and a 'Feedback' button in the bottom right corner.

Office 365 →

Apps

- Outlook
- Teams
- Sway
- Admin

All apps →

Documents

Your recently viewed docs will show here.

Create new docs and collaborate with others.

New ▾

ing, Sandra

Install Office ▾

Type to filter list ▾

	Modified ▾	Shared by ▾	Activity ▾
Grant Ambassador Program_2021 (1) r Student Applications - CUNY Immigrant Students Ambassa...	Sep 9	CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent L... Sep 9
all 21 general sign-up tutoring for the Fall 2021 semester	Sep 1	CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent L... Sep 1
teer Flyer Fall 2021 .jpg eers needed	Sep 1	CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent L... Sep 1
ilurb_and_how_to tutoring for the Spring 2021 Semester		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent L... Mar 5
COVID Town Hall Final ion to attend a COVID-19 Town Hall panel - get your vaccine...		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent L... Feb 1
ilurb_and_how_to tutoring for Winter 2021		CUNYKBCCBROADCAST	CUNYKBCCBROADCAST sent L... Dec 30, 2020
2020 SGA Elections [2] MPORTANCE: Looking for a few good STUDENT LEADERS!!		President	President sent this Oct 16, 2020

Feedback Need help?

MICROSOFT OFFICE 365

YOUR INBOX

The screenshot shows the Outlook interface with the following elements:

- Top Bar:** Outlook logo, search bar, and navigation icons (Meet Now, Mail, Calendar, Tasks, Settings).
- Left Navigation Pane:**
 - Favorites:** Inbox (758), Sent Items, Add favorite.
 - Folders:** Inbox (758), Drafts (1), Sent Items, Deleted Items (129), Junk E-Mail (1), Archive, Notes, Clutter, Conversation History.
- Message List:**
 - Inbox** (Filter):
 - CUNYKBCCBROADCAST** (Priority): Scholarship Opportunity, Tue 11:48 AM, NACA® (National Association for Campus Ac...)
 - Microsoft 365 Message center**: Message Center Major Change U..., Mon 9/13, Excel Power View Retirement MC284624 - THE...
 - President** (Priority): GET YOUR VAXPASS: Tuesday Sep..., Mon 9/13, Hello all, Join us on the zoom where we help ...
 - Microsoft 365 Message center**: Weekly digest: Microsoft service ..., Mon 9/13, Message center announcements, September ...
 - Last week**
 - President** (Priority): 9/11 Patriot Day, Sat 9/11, Dear College Community, My deepest condol...
 - Microsoft 365 Message center**: Message Center Major Change Upd..., Fri 9/10, Yammer Public Links API Changes MC283912 ...
- Message Preview Area:** Displays an icon of two envelopes and the text: "Select an item to read" and "Nothing is selected".

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