

West Kentucky Community and Technical College
West Kentucky College Academy
GO2COLLEGE IN HIGH SCHOOL

Username and Password

Students need a WKCTC username and password to log in to email, blackboard, and the students self service accounts. On the website, <https://westkentucky.kctcs.edu/> click on **User Account Center** at the top right.

Next, click **Setup User Profile**. Continue to follow on-screen directions. Your username will appear before your create a password, write it down. (If you have trouble with this, please contact the K12 Office at 270-534-3424 or ayesha.smith@kctcs.edu, 270-534-3117 or lorrybeth.wilson@kctcs.edu).

Parental Consent for WKCTC

- Students must log in to the Student Self Service account to confirm parental consent for WKCTC. On the website, <https://westkentucky.kctcs.edu/> click on **Student Self-Service** at the top right.
- Student Self Service Account provides information regarding student courses, financial aid, billing, transcripts, etc. To confirm Parent Consent, student must click on link at the bottom left **Consent to Release**. (Next panel will appear, then choose semester term. If unsure of term, click on ? . In the next panel, add appropriate information to complete consent form and click **Save**.)

Student Financial Information

Students must log in to the Student Self Service account to view account information for WKCTC. On the website, <https://westkentucky.kctcs.edu/> click on **Student Self-Service** at the top right.

Access student financial information regarding amount due, scholarship applied, etc. through the Student Self-Service Account. Click on Online Account Statement at the bottom left.

Next panel will provide an itemized list of Account Statement Information.

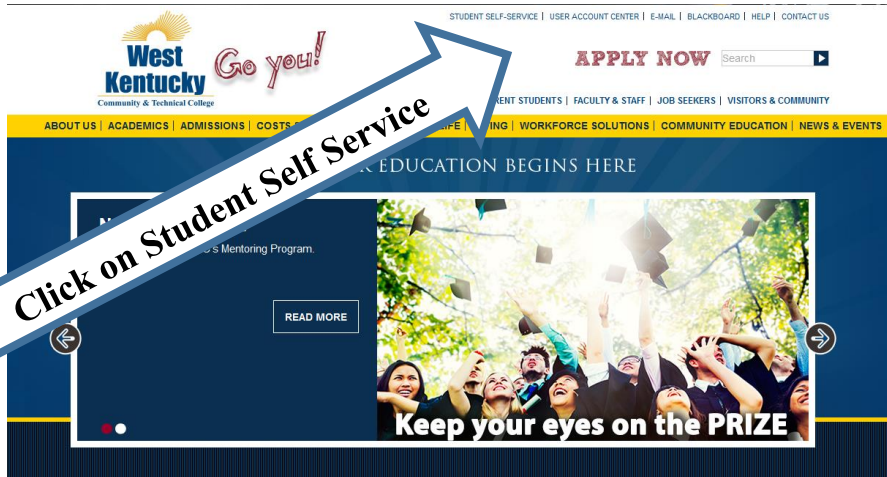
- Tuition and fees will be listed under West KY Tuition, Learn by Term WKCTC, and Mandatory Student Fee.
- Online resources for classes will be listed as Cengage Digital Content, Pearson Lab, MyMathLab, etc.
- Scholarships, fee waivers, high school payment will be listed as KCTCS Dual Credit Waiver, KCTCS Mandatory Fee Waiver, Third Party Sponsored Amount, KY Dual Credit Scholarship.
- Balance Due should equal the total amount due per semester. For additional information, please contact the WKCTC Business Office at 270-534-3152 or 270-534-3345.

Additional Student Information

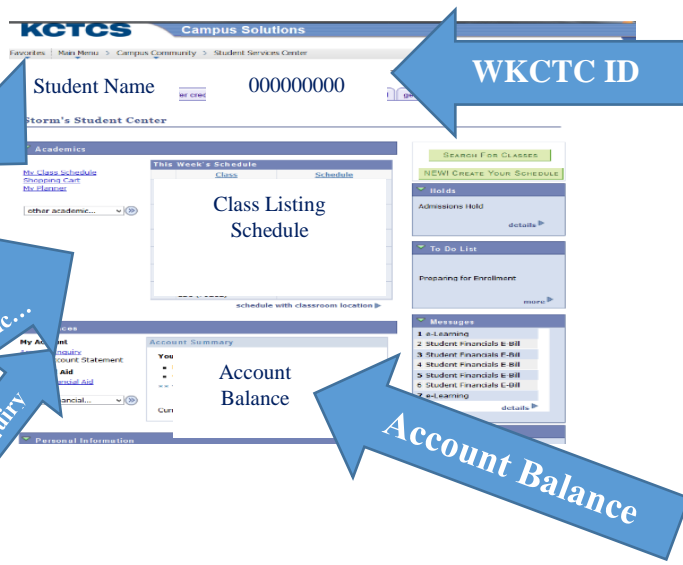
- KCTCS Course Catalog – contains all program plans, course descriptions, etc.
https://kctcs.edu/degrees_training/catalog/
- Academic Policies and Procedures – student code of conduct, complaint procedures, etc.
https://westkentucky.kctcs.edu/academics/academic_policies/index.aspx
- Academic Calendar – find out when class begin and end, finals schedule, delay schedule, etc.
<https://westkentucky.kctcs.edu/academics/calendars.aspx>
- How to... find helpful tutorials https://kctcs.edu/Current_Students/Tutorials.aspx

Student Self Service Information

<https://westkentucky.kctcs.edu/>



After clicking on Student Self Service, this login screen will appear. Use your current Username and Password.



Student Self Service:

- Add/update address, phone, or email
- View class schedule – My Class Schedule
- View course offerings – Search for Classes
- Check financial aid and scholarships
- View account balance – Account Inquiry
- Print unofficial transcript – Other Academic...
- Provide consent to release information
- Order transcript for other colleges

Unofficial Transcript:

Access student unofficial transcript, click on other academic... and select Transcript View Unofficial.

My Class Schedule:

View your college schedule, building name and room number, faculty member, section number, course start date, etc. Click on My Class Schedule

