

Smith, Casey C (KCTCS Fire Commission)

From: Smith, Casey C (KCTCS Fire Commission)
Sent: Monday, March 07, 2016 11:20 AM
To: 'Adam Day'; Altman, Alexander W (KCTCS); 'Bart Powell'; Bonta, Charles W (KCTCS); 'Brandon Woods'; 'Brooks Elder'; 'Buzzy Campbell'; 'Catherine Elder'; 'Charles Woods'; 'Chris Frontz'; 'Daniel Clark'; 'Danny Eades'; 'David Earnest'; 'Dee Wooley'; 'Doug Hargreaves'; 'Dustin Whited'; 'Ed Catron'; 'Ed Murner'; 'Eric Campbell'; 'Ernie Barnes'; 'Jim Kanavy'; 'Jimmy Robinson'; 'Joseph Sexton'; 'Les Fryman'; 'Mike Felty'; 'Rob Forehand'; 'Robbie Smith'; 'Ron Miller'; 'Ryan Hogsten'; 'Scott Henderson'; 'Shane Yocum'; 'Susan Johnson'; 'Tim Brumfield'; 'Wayne Briscoe'
Cc: Steele, Brian D (KCTCS Fire Commission); Rudder, Marc (KCTCS)
Subject: Password Maintenance
Importance: High

Good day,

Below you will see an email I sent out on **December 2nd** asking that each of you log in and set up a profile in the User Account Center (UAC). Completing this will enable you to change your password going forward (or help you reset your password in the event that you've forgotten it). I don't have any way of knowing that you've logged in and done this task, so my apologies (and many thanks) if you followed the below directions back in December – this email does not pertain to you.

Please make every effort to get this completed as soon as possible. It really is quite simple.

- ✓ Click on the link below:
 - https://students.kctcs.edu/psc/stdsaprd/EMPLOYEE/HRMS/c/K_IDA.K_IDA_UAC.GBL
- ✓ Sign in with your current username and password. (If your password has expired and you can't log in you will not be able to complete these steps – if this is the case you need to contact me.)

User Account Center

The screenshot shows the User Account Center interface with the following elements:

- Setup User Profile** button: New or Returning to KCTCS? Setup your User Profile (and password)
- Reset Password** button: Reset your Forgotten or Expired KCTCS Password
- Input fields for **KCTCS Email, Username or ID** and **Password**
- Sign In** button: If you know your password, Sign In to update your User Profile and access more services

- ✓ Click on Update User Profile

User Account Center

[Sign out](#)

Update User Profile	Update your User Profile
Change Password	Change your KCTCS Password
Train/Review Policy	Acknowledge KCTCS Policies

- ✓ You will need to add the following:
- Mobile Phone number
 - Personal Email address
 - Security Responses (3 questions and provide answers)
 - Don't forget to click on Save

User Account Center > My User Profile

[Sign out](#)

Username	CSMITH1135
KCTCS ID	001380990
Name	Casey Crawford Smith
Preferred Name	Casey Crawford Smith
Home Phone	
Mobile Phone	859/227-9343
Email Address	casey.smith@kctcs.edu
Personal Email	██████████@hotmail.com
Confirm Email	
Security Responses	
1 Question	In what city were you born?
Answer	██████████
2 Question	What is the last name of your favorite te
Answer	██████████
3 Question	What is the name of your favorite pet?
Answer	██████████

→ [Save](#) [Change Password](#)

As always, if you have any questions or concerns please let me know.

Thanks,
Casey

From: Smith, Casey C (KCTCS Fire Commission)
Sent: Wednesday, December 02, 2015 3:45 PM
Subject: FW: New Portal for Password Maintenance
Importance: High

Good day,

Please see the email below from the Fire Commission office and follow the directions accordingly. Apparently this will help with changing your KCTCS email password in the future.