

How to Activate your Account

Welcome to the Kern Community College District! Whether you work at Bakersfield College, Cerro Coso Community College, Porterville College or at the District Office, these instructions will guide you through the process of activating your computer access account. At KCCD, your email address is the account or user name that will be used to access most systems including the network, email, the portal and Moodle. The password that you will be creating will be synchronized across all these systems so that you do not have to remember different usernames and passwords.

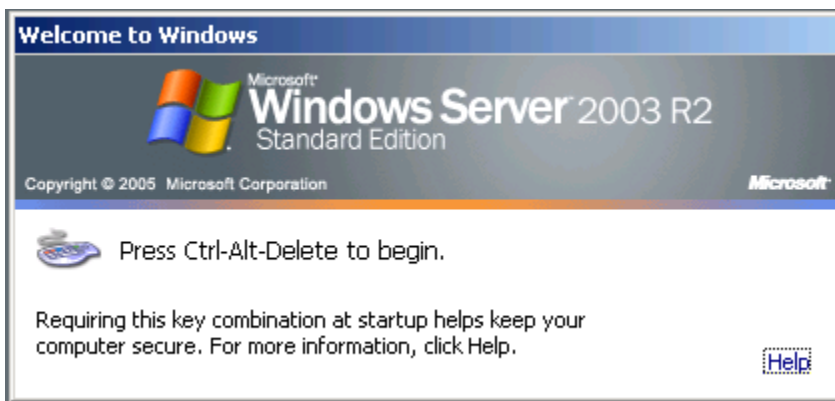
Step 1 (Off Campus):

Open a web browser and go to <https://uam.kccd.edu>

If not at a campus site, please continue to Step 3

Step 1 (On Campus Site):

To activate your account when on campus, you simply need to go to any computer connected to the college network and follow the below steps.



Step 2 (On Campus Site):



Login with the account:
AccountHelp@kccd.edu

No
Password

If on a campus site, please continue to Step 3

Step 3:

OUR COLLEGES
Bakersfield COLLEGE
CERRO COSO COMMUNITY COLLEGE
PORTERVILLE COLLEGE

KCCCD
KERN COMMUNITY COLLEGE DISTRICT

USER ACCOUNT MANAGER

User Account Manager can be used to look up your Student/Employee User ID, change your password or change your security question

* Student/Employee User ID Four 8 digit Student/Employee User ID
[Forgot Student/Employee User ID](#)

* Password
[Forgot Password](#)

Next

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Step 4:

) and '* Date of Birth' (format MM/DD/YYYY). A callout box points to the last four digits of the Social Security field, stating 'Enter the last 4 digits of your Social Security Number'. Another callout box points to the Date of Birth field, stating 'Enter your Date of Birth'. A third callout box points to the 'Get Student/Employee User ID' button, stating 'Click Get Student/Employee User ID'. There is also a 'Cancel' button. The footer says 'Kern Community College District'."/>

OUR COLLEGES
Bakersfield COLLEGE
CERRO COSO COMMUNITY COLLEGE
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KERN COMMUNITY COLLEGE DISTRICT

USER ACCOUNT MANAGER

User Account Manager can be used to look up your Student/Employee User ID, change your password or change your security question

* Social Security XXX-XX- Enter the last 4 digits of your Social Security Number

* Date of Birth MM/DD/YYYY Enter your Date of Birth

Get Student/Employee User ID Cancel Click Get Student/Employee User ID

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Step 5:

OUR COLLEGES **Bakersfield COLLEGE** **CERRO COSO COMMUNITY COLLEGE** **PORTERVILLE COLLEGE** **KCCCD KERN COMMUNITY COLLEGE DISTRICT**

USER ACCOUNT MANAGER

Student/Employee User ID has been filled out.

User Account Manager can be used to look up your Student/Employee User ID, change your password or change your security question

* Student/Employee User ID Your 8 digit Student/Employee User ID
[Forgot Student/Employee User ID](#)

* PIN/Password [Forgot Password](#)

Click Next

[Help](#)

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Step 6:

OUR COLLEGES **Bakersfield COLLEGE** **CERRO COSO COMMUNITY COLLEGE** **PORTERVILLE COLLEGE** **KCCCD KERN COMMUNITY COLLEGE DISTRICT**

USER ACCOUNT MANAGER

Please review your security question and answer, and enter your new password.

Email Address

* Security Question Click here to select one of the Security questions

* Security Answer Enter your answer to the security question you selected

* New Password Enter your password

* Verify Password

Must be 8-20 Characters long.
Must contain letters and numbers.
Must not contain a character sequence e.g. 5678 or abcd.
Must not contain a sequence of the same characters e.g. 5555.

This password is used to access the college network, email, the Portal, MyBanweb and other systems.

Click Change Password to complete process

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You will need to remember or write down your email address as you will need it to login to systems that require it including Network login.

Step 7 (On Campus Site Only):

CHANGE PASSWORD

Your password has been changed.

Press **Ctrl Alt Delete** to log off

Ctrl Alt Delete

When you are done, press Ctrl Alt Delete to log off

Windows Security

Microsoft
Windows xp
Professional
Microsoft

Copyright © 1995-2001
Microsoft Corporation

Logon Information:

Logon Date:

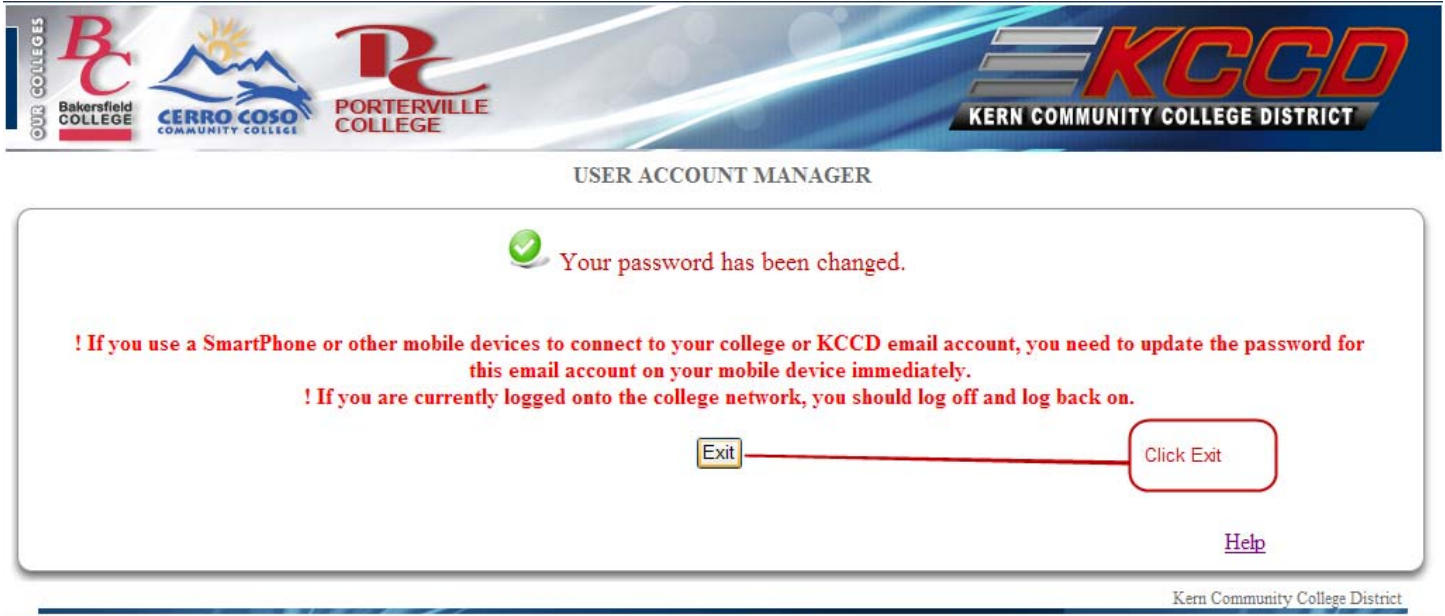
Use the Task Manager to close an application that is not responding.

Lock Computer Log Off... Shut Down...
Change Password... Task Manager Cancel

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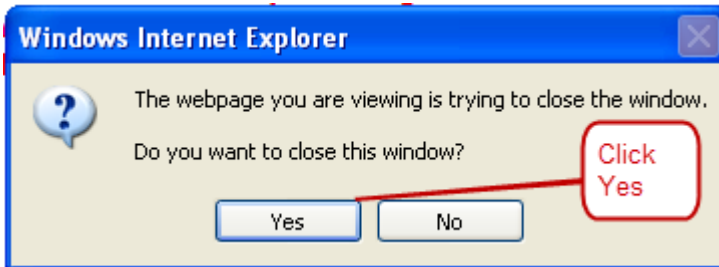
After changing your password, your account will be activated. If you have any problems or questions, contact the Help Desk at 877-382-3508.

Step 7 (Off Campus):



The screenshot shows the 'USER ACCOUNT MANAGER' interface. At the top, there are logos for 'OUR COLLEGES' (Bakersfield College, Cerro Coso Community College, Porterville College) and 'KCCD KERN COMMUNITY COLLEGE DISTRICT'. The main message reads: 'Your password has been changed.' Below this, two red warning messages are displayed: '! If you use a SmartPhone or other mobile devices to connect to your college or KCCD email account, you need to update the password for this email account on your mobile device immediately.' and '! If you are currently logged onto the college network, you should log off and log back on.' There are two buttons: 'Exit' and 'Click Exit', with a red line connecting them. A 'Help' link is also present. The footer of the page reads 'Kern Community College District'.

Step 8 (Off Campus):



The screenshot shows a 'Windows Internet Explorer' dialog box with a question mark icon. The text inside reads: 'The webpage you are viewing is trying to close the window. Do you want to close this window?'. There are two buttons: 'Yes' and 'No'. A red box highlights the 'Yes' button with the text 'Click Yes' and a red line pointing to the button.

After changing your password, your account will be activated. If you have any problems or questions, contact the Help Desk at 877-382-3508.