1. Open www.kilgore.edu/financialaid

2. Click the “log in to myKC Financial Aid” button as shown below.

3. You will be redirected to the website for the new portal.

4. Click on the “First Time User” link.
5. Enter your Social Security number in the box and click “Submit”.

6. The page will open to the screen shown below. You will need to answer two identity questions correctly and create your own five (5) digit PIN number. Only use numbers, no letters. Then click “Submit”.

7. If you completed this correctly, it will redirect you back to the LOG IN screen, where you will log in. If you get errors, you will need to correct the mistakes.
8. Once you can successfully log in, you should see the “HOME” page first.

9. The second tab, “AWARDS,” will display any awards on your account.

10. This student currently has NOT been awarded any financial aid.

11. This student has been awarded: This student is in a 12 month program and the Pell grant has been split into three equal payments for Fall, Spring, and Summer.
12. The third tab is "ACCEPT AWARDS." Once you have been awarded financial aid, you will need to accept it.

13. You will get this screen in which you must read each bullet. Once you have carefully reviewed it, you will place a checkmark in the box: “I agree to these Terms and Conditions.” Click the “SUBMIT” button.

14. Carefully review your awards. In the box to the right, you will need to click the arrow in the drop down box and change it to “Accept or Decline,” or you can select the box under the drop down box for either “Decline All or Accept All.” Then click “SUBMIT.”
15. The fourth tab is “**DOCUMENTS.**” If you have not been awarded, please check this tab first to determine if we have requested documentation to verify, before we can process your financial aid package. Any documents that have been submitted will have “**Received,**” and any that are still required to package aid will have “**Not Received.**”

![Documents Tab Example](image)

16. The fifth tab is “**MESSAGES**” – this is the tab that the Financial Aid Office will use to send messages to students when the following apply:
   - on suspension
   - on warning
   - in default on student loans
   - messages regarding requirements for obtaining Federal Student Loans
   - still have previous college transcripts outstanding

![Messages Tab Example](image)

17. The sixth tab “**LOANS**” will show the student any loans that have been awarded to their account for the academic year.

![Loans Tab Example](image)
18. The seventh tab “LOAN HISTORY” will show the student their loan history with the Department of Education – NOT Kilgore College.

19. The eighth tab, “FORMS,” is a complete list of all Kilgore College Forms that may be required from the Financial Aid Office. If it is shown on your “DOCUMENTS” tab as listed but “Not Received” you should be able to locate it on this screen. Click the name of the form and it will open for you to print, complete, and return. If the form is NOT listed, it is a form you will need to acquire from another agency. (Example: Child Support received – Attorney General’s Office, SNAP: Food Stamps – the Department of Human Services, etc.)

20. The last tab, is “DISBURSEMENTS”. Once the Financial Aid determines that enrollment has not changed on census date, your funds are sent to the Cashier’s Office to be applied to your charges. When that happens, it is called a disbursement. The Cashier’s Office will have 14 days to refund any remaining money after the funds have been applied to your charges.

If you need more help or have further questions, please call the Kilgore College Financial Aid Office at (903) 983-8211.