HOW TO GENERATE CHARGES & PRINT SCHEDULES

► Go to: www.Kilgore.edu and click on: myKC

► Enter:

User Name: 4 characters of Last name, 4 characters of First name & last 4 digits of ID.
Password: Type word “Student” with capital “S,” birth month (2 digits), birth date (2 digits)
Password Example: Student0704 (if your birthday is July 4)

Click on: Login

► Select: Academics from the top menu.

► Select: Student Information from side bar.

1. Print Schedule.
   a. Select View Details below My Course Schedule.
   b. Verify Term: is correct.
   c. Select

► Select: My Financial Info

2. Generate Charges/Print Statement.
   a. Select Course and Fee Statement
   b. Select Generate my Course and Fee Statement
   c. Select View my Course and Fee Statement
   d. Right-Click in the Window and select Print.
   e. Close Tab when done.
      if a student enrolled online or made adjustments to their schedule, charges automatically generate.

Please Note:
Both documents should satisfy the following departments:

- KCPD: to get Ranger Cards, Student IDs or Parking Permits (unless additional ones are needed)
- Bookstore

Please stop by the Cashier’s Office on the 1st floor of the Devall Student Center if account is NOT paid in full.