

HOW TO GENERATE CHARGES & PRINT SCHEDULES

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

myKC

► **Enter:**

User Name:

Password:


User Name: 1st 4 characters of Last name, 1st 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.