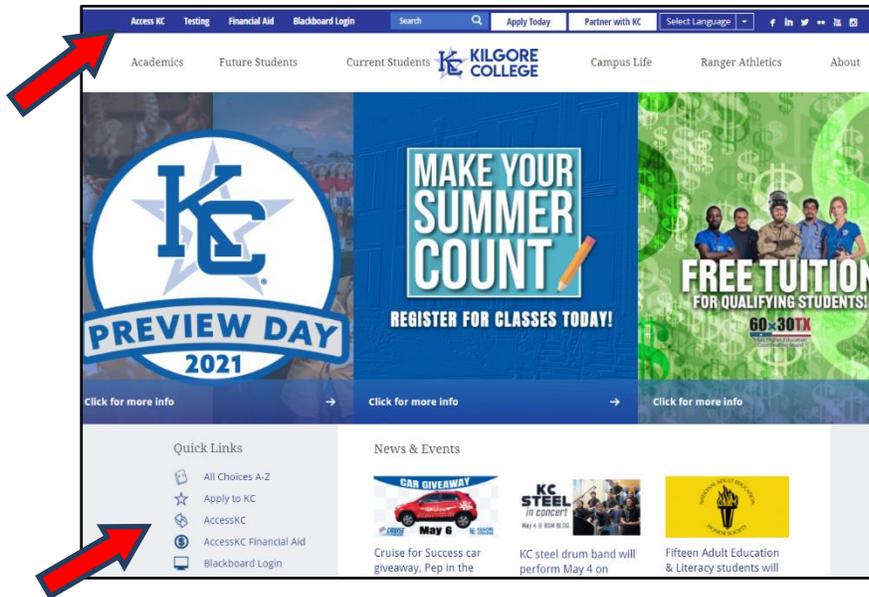# Instructions for Signing onto CoursEval
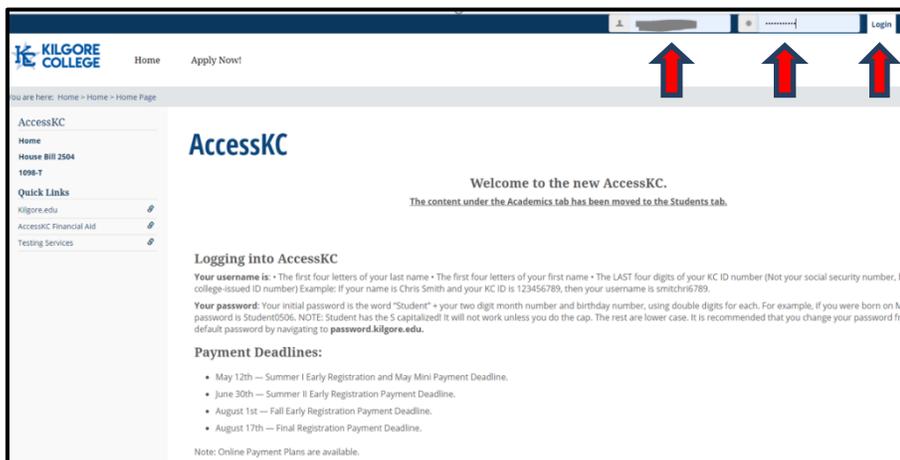## Used to complete End-of- Semester Course/Faculty Evaluations

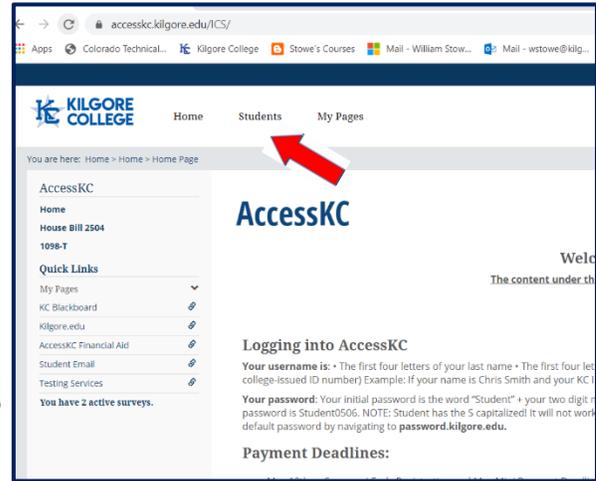**Follow these simple steps to find your course evaluations using your AccessKC sign-on:**

1. **Go to www.kilgore.edu and click on "AccessKC" either on the top left or under "Quick Links" on left.**

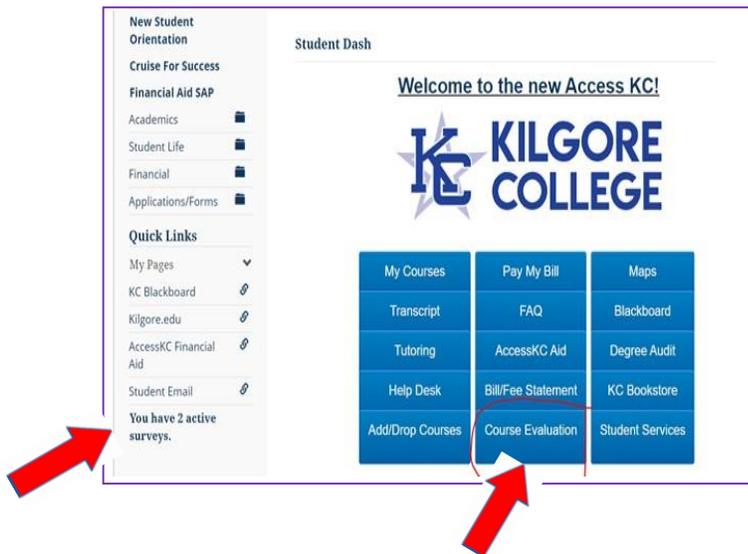2. **Log in using your normal KC credentials – Enter username and password – then click Login. If you have login issues or need your password reset, call the IT Help Desk at 903-988-7522 or <u>helpdesk@kilgore.edu</u>.**
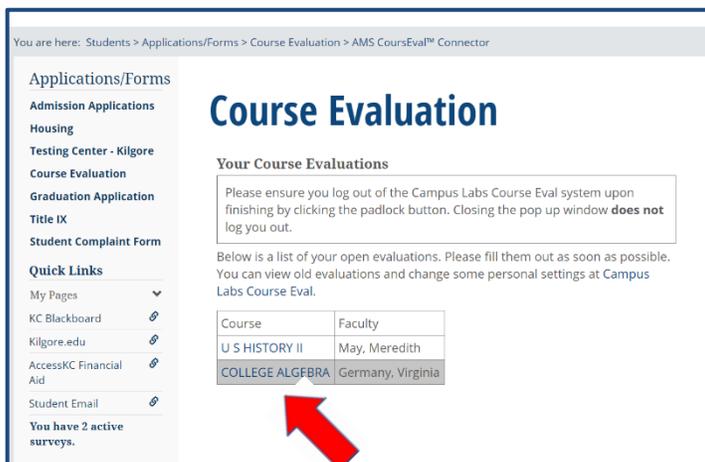
3. You can either click on **"Students"** across the top of the page OR click on the sentence in "Quick Links" **"You have X Active Survey(s)"**

4. If you are using a Mobile Device, click the blue box **"Course Evaluations"** and will see **"You have X active survey(s)"** -- **Click on that sentence.**

5. You will see a list of any surveys that are available for you to complete. **Click the course name and complete each survey.**

Don't forget to click "Submit" at the end of each survey.