

Kentucky Christian University

Instructions on How to Accept Your Financial Aid Awards



1. Log on to : my.kcu.edu/ics

2. Log in by using:

Username: KCU Email

- Ex: John Robert Smith – jrsmith@kcu.edu
 - First Name Initial
 - Middle Name Initial
 - Last Name

Password: 8-digit birthdate

- Ex: May 1st, 2003 – 05012003

3. Click on the “My Financial Aid” along the left hand side.
4. Click on “Menu” at the top of the page.
5. Click “Accept Awards” from the drop menu.
6. Agree to the “Terms and Conditions”.
7. Look over awards and either hit “Accept All” or change “Pending” to “Accept” all the way to the right if there are some awards you do not want to accept.
8. Click “Submit”.

Note: For best results it is recommended that you use a laptop or a desktop computer.