

Kentucky Christian University

Instructions on How to Sign Registration Agreement:



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 “Student” Tab at the top of the page.

4. Mid screen you will see “Registration Agreement”. Click on the link below it that says “Complete the Registration Agreement form”.

5. Read over the Registration Agreement.

6. Click on “Yes” at the bottom and then “Submit”.

7. Log out in the top right corner.