



# Kentucky Christian University

## MyApps Account Instructions

(These instructions assume you are logging in from a computer and also have your cell phone nearby.)

### Step One:

Go to <https://myapps.microsoft.com/>

(You'll use this as your homepage to get to all of your accounts)

### Step Two:

Enter your KCU email address. (Example: jrsmith@kcu.edu for John Richard Smith)

Microsoft

### Sign in

Email, phone, or Skype

No account? [Create one!](#)

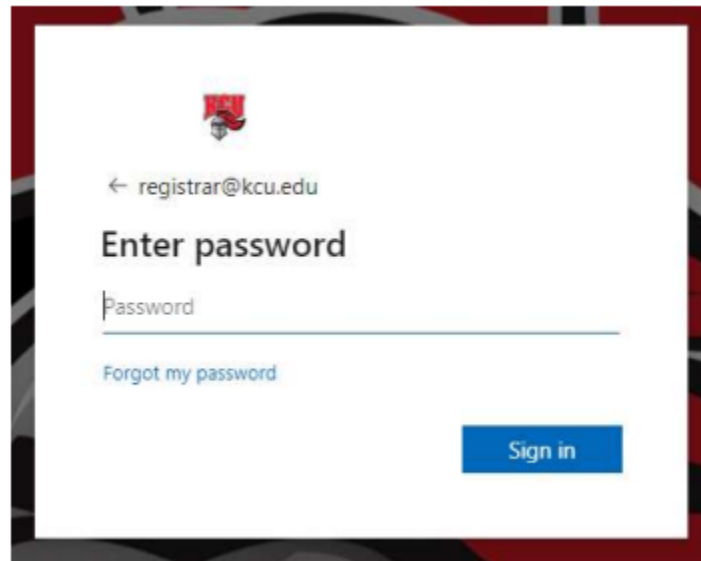
[Can't access your account?](#)

Back Next

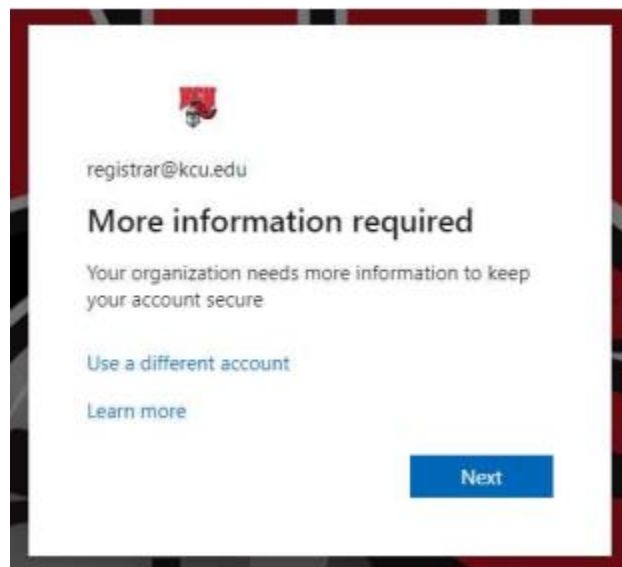
Sign-in options

### Step Three:

Enter your temporary password: **Kcu**, followed by your **KCU ID Number** (with no leading zeros).  
Example: **Kcu#####**



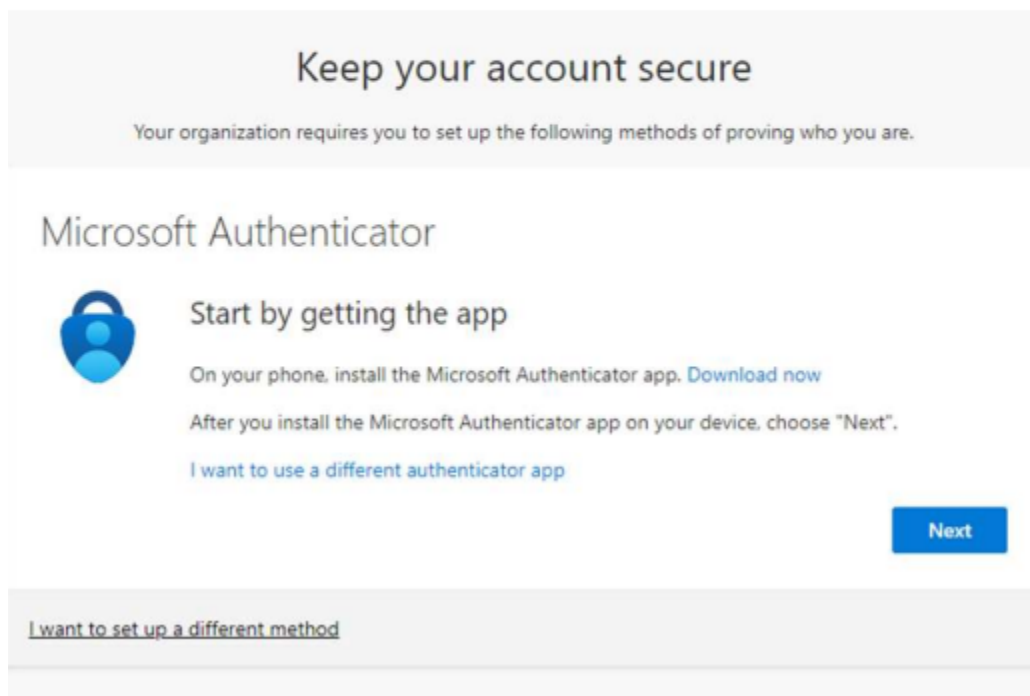
A screenshot of a web page for password entry. At the top center is the KCU logo. Below it is a back arrow and the email address "registrar@kcu.edu". The main heading is "Enter password". There is a password input field with a vertical cursor and the placeholder text "Password". Below the input field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".



A screenshot of a web page showing a security message. At the top center is the KCU logo. Below it is the email address "registrar@kcu.edu". The main heading is "More information required". Below the heading is the text "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right is a blue button labeled "Next".

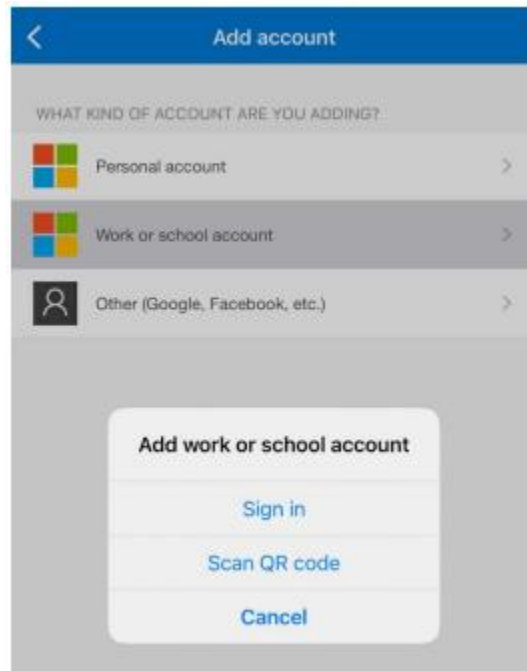
## Step Four:

Download the Microsoft Authenticator App on your cell phone.



### Step Five:

Using your cell phone and the Microsoft Authenticator App Click Work or School Account and click Scan QR code.



Next you will scan the QR code on your computer screen. It looks similar to this:

Keep your account secure


Your organization requires you to set up the following methods of proving who you are.

## Microsoft Authenticator

### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

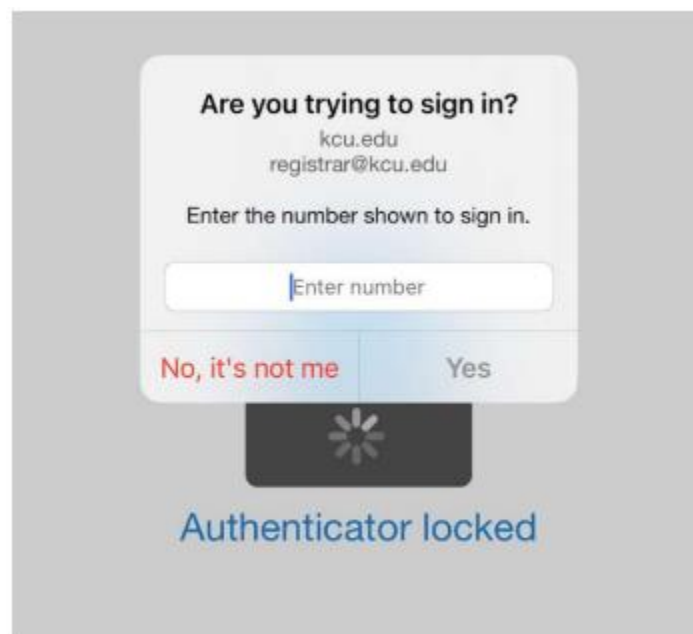
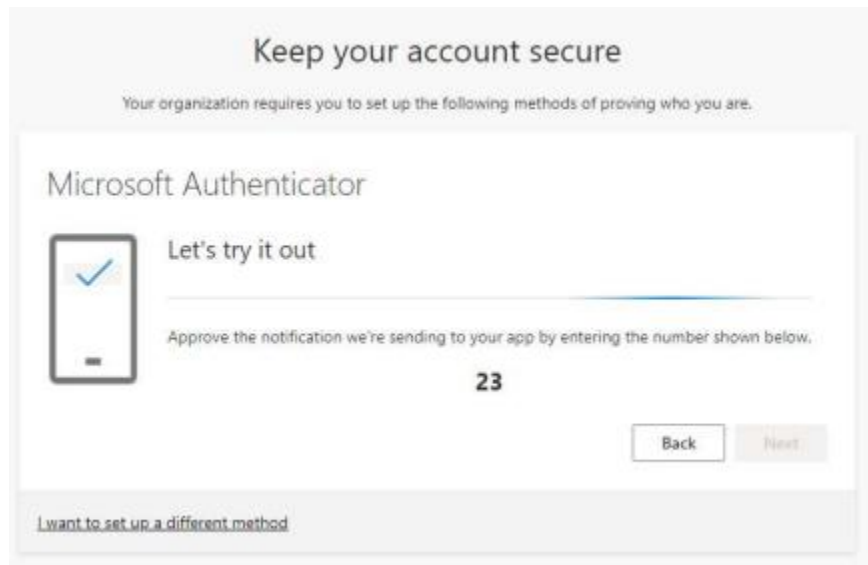


[Can't scan image?](#)

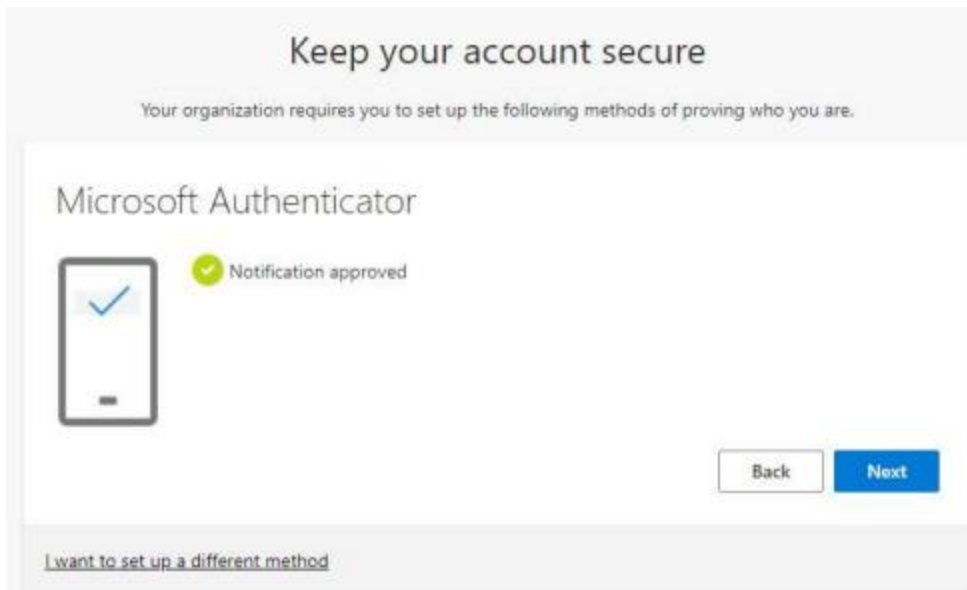
[Back](#) [Next](#)

[I want to set up a different method](#)

**Click next and enter the number shown on your computer screen in your Microsoft Authenticator App:**




Note: You'll be prompted to enter a code often so don't delete this app.



### Step Six:

Update your password. (The current password is the one you used in step three.)



registrar@kcu.edu

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

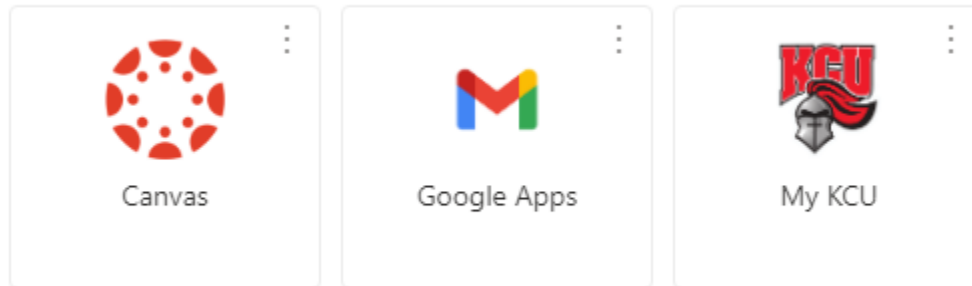
New password

Confirm password

[Sign in](#)

This screenshot shows a password update form. At the top left is the KCU logo. Below it is the email address "registrar@kcu.edu". The main heading is "Update your password". Below the heading is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". At the bottom right is a blue button labeled "Sign in".

Once signed in, you'll see your Microsoft Apps Dashboard:



**My KCU = Student Portal**

**Canvas = Online Course site**

**Google Apps = kcu.edu Email**

Questions? Contact IT

greg@kcu.edu

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