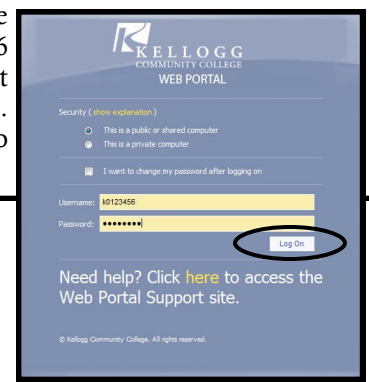


Student Access to Sponsored Reports via KRIS

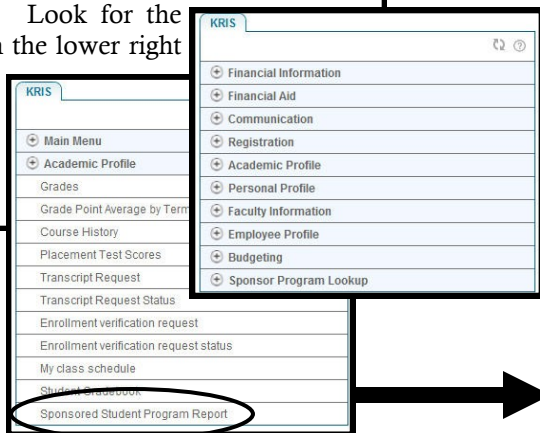
1 Go to KCC's website, www.kellogg.edu, and login to the KCC Portal by clicking one time on the "Web Portal Login" icon in the lower left corner.



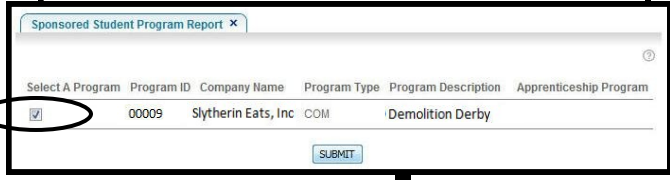
2 Enter your Username (your KCC 7-digit Student Number) and Password (if you haven't logged in before, this will be your birthdate in 6 digits without spaces or dashes). Click "Log On" to proceed.



3 This will take you to the Home Screen for the KCC Web Portal. Look for the "KRIS" menu box in the lower right hand corner, click on "Academic Profile", then select "Sponsored Student Program Report".



4 Check the box for the Program that you would like to see a report on, then click "Submit".



5 Your report will look similar to the one shown here. When a pass slip is turned in, your report will show an "S" under "Stat" with the date it was entered into the system until it has been permanently graded (usually on Mondays). It will then show a "P". Waived items will show a "W" and the date it was waived. Please allow 2 weeks for waived items to appear after your instructor has done the proper paperwork.

Sponsored Student Program Report

Student Information: 0123456 Fenrir Grayback Program: 00009 Demolition Derby

Company Slytherin Eats, Inc Program Status Active Apprentice N

Authorization Information Until program is completed Program Type Company Defined Program

Total Program Contact Hours 993.00 Total Program Credits 41.50 Revision Date 10/02/2009

Student Completed Contact Hours 227.00 Student Waived Contact Hours Student Completed Credits 9.54 Student Waived Credits

Course	Description	Cont Hrs	Credits	Stat	Date	Grade
INMW 1A	INTRO TO SAFETY	4.00	0.17	P	11/16/2009	P
INMW 1D	ELECTRICAL SAFETY	4.00	0.17	P	11/16/2009	P
INWE 1A	WELDING SHOP SAFETY RULES	4.00	0.17	P	11/16/2009	P
INMW 2A	WHOLE NUMBERS	3.00	0.13	P	11/16/2009	P
INMW 2B	FRACTIONS & DECIMALS	5.00	0.21	P	12/07/2009	P
INPF 2B	MATHEMATICS II	16.00	0.67	P	01/11/2010	P
INPF 2C	MATHEMATICS III	16.00	0.67	P	01/19/2010	P
INMW 3B	METRIC MEASUREMENT	3.00	0.13	P	01/19/2010	P
INMW 3C	LINEAR MEASUREMENT	4.00	0.17	P	01/22/2010	P
INMW 3D	COMPARISON & SURFACE MEASURE	4.00	0.17	P	01/30/2010	P
INMW 3E	MEASURING BULK MATERIALS	3.00	0.13	P	01/30/2010	P
INMW 3H	MEASURING TEMPERATURE, FLUIDS	4.00	0.17	P	01/30/2010	P