**LOCATING THE PORTAL**

- On the KCC homepage, click once on the Web Portal Login icon.

**LOGGIN IN TO THE PORTAL**

- Enter your Username (your KID) and your password.
- Click once on the Log On button

**ACCESSING KRIS**

- Scroll down to the bottom of the page to the KRIS menu.
- Click on KRIS for students and a menu will expand.
- To Register, click on Registration.
REGISTERING FOR CLASSES
• From the student menu in KRIS, select Registration.
• Select Search/Register for Sections
• Select the Term and the Subject and click once on the Submit button

REGISTERING FOR CLASSES (continued)
• Select the modules you want to register for by clicking in the boxes
• Click the Submit button when done

YOU MUST PAY FOR THE MODULES WITHIN 24 HOURS OR YOUR MODULES WILL BE AUTOMATICALLY DROPPED.
REGISTERING FOR CLASSES (continued)

- The system will ask you to confirm the registration. Select registration from the pull down menu for each module you would like to confirm.
- Click the Submit button when done. The system will confirm the registration.
PAYING FOR CLASSES

- From the registration confirmation screen, click once on Make Payment
- Or from the student menu in KRIS, select Financial Information
- Select View Account and Make Payments
- You may pay in full or pay by FACTS.
- Click once on KRIS to pay in full.

For more information on FACTS go to:
http://www.kellogg.edu/registrar/facts.html
PAYING FOR CLASSES (continued)

- Select each item to be included in the payment by checking the box.
- In the middle of the screen select payment type (i.e. VISA) and click the Proceed to Payment button.
- Then click on Pay Now.

You are all done if the next screen says, “No account balance to pay.”
PULLING REPORTS
- From the main KRIS menu, select KRIS for Students and then select Academic Profile
- There are three types of reports generally used by students at the RMTC:
  Grades
  Class Schedule
  Sponsored Student Program Report

LOOKING UP GRADES
- From the Academic Profile menu in KRIS, select grades.
- Select the semester and click once on the submit button.
- When done viewing grades, click once on the OK button

PRINTING A CLASS SCHEDULE
- From the Academic Profile menu in KRIS, select My Class Schedule.
- Select the term and click once on the Submit button
- When your schedule opens, scroll to the bottom of the page click once on the Print button.
PRINTING A SPONSORED STUDENTS PROGRAM REPORT

• From the Academic Profile menu in KRIS, select Sponsored Student Program Report.
• Select the program and click once on the Submit button.
• When your report opens, scroll to the bottom of the page click once on the Print button.