

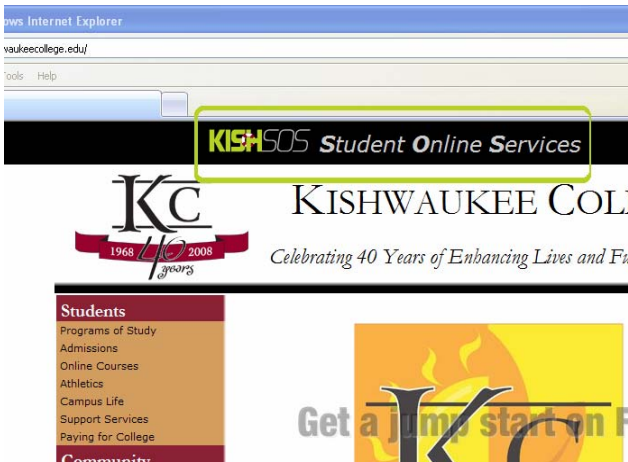


Document: KishSOS Login  
Originator: Information Technology  
Released: Friday, November 07, 2008 Revised: 5/19/2009  
Support: [Http://www.kishwaukeecollege.edu/staff\\_access/Helpdesk@kishwaukeecollege.edu](http://www.kishwaukeecollege.edu/staff_access/Helpdesk@kishwaukeecollege.edu) Extension: 4357

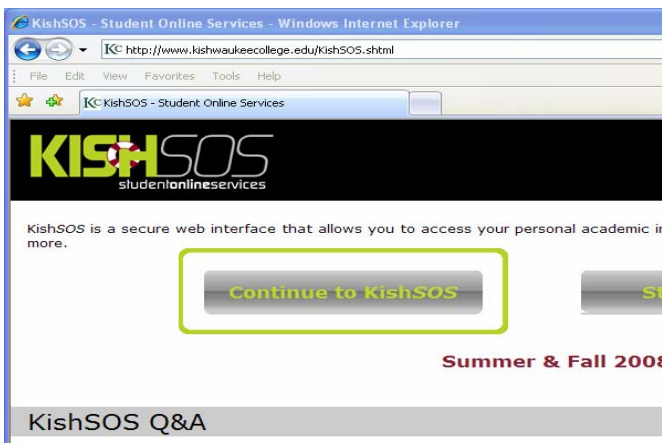
# KISHSOS LOGIN

## NAVIGATE TO THE KISHSOS HOMEPAGE

Go to <http://www.kishwaukeecollege.edu/> and click on the black bar **KishSOS Student Online Services** at the top of the page.



On the next page you will have three choices: Continue to KishSOS, Student Email, and Employee Web Email. **Choose Continue to KishSOS.**



Users can also go to **"Faculty/Staff Support Links"** located at the bottom of the college homepage, then click on the KishSOS link.

## KISHSOS USERNAME

In order to retrieve your Username for the first time, Click on **Set up my KishSOS Account**. If you have forgotten your Username click on "Account Information" from the main menu, and then click "What's my Username?"

You will be prompted to fill in your last name and one of the two additional identifying numbers, your SSN or your Kishwaukee College ID number. Press "Submit" and your login name will be displayed.

\* = Required

Your **Username** and **Employee ID** are displayed; record both in a secure place for later use.

If you are setting up your Username for the first time, you will be prompted to send a temporary password to your email address. Click on the down **arrow** and select your **Employee Email name** (example: [kkougar@kishwaukeecollege.edu](mailto:kkougar@kishwaukeecollege.edu)) to send you temporary password to your email account.

You may also have a student email account. (example: [kkougar@st.kishwaukeecollege.edu](mailto:kkougar@st.kishwaukeecollege.edu)) Remember to choose your employee email account.

Click **OK** to go to the menu page that will lead to your Employee Web Email account.

Fulltime faculty and staff will use Outlook to receive their temporary password.



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## KISHSOS PASSWORD

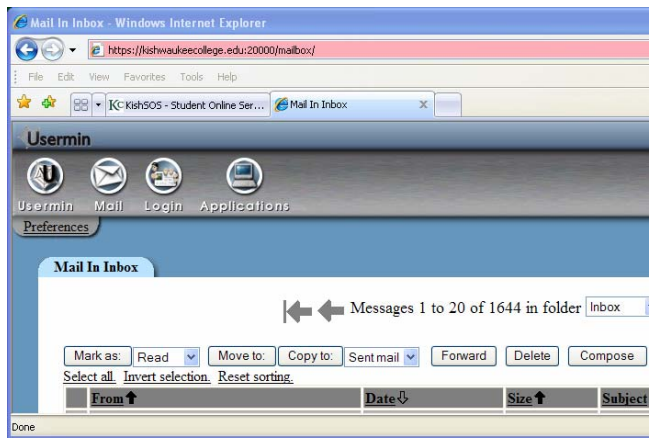
If you have forgotten your password or would like to setup your password for the first time, click on the "Account Information" from the main menu page, and then click on the "What's my Password" link.

You will then be brought to another window that will give you the options to "Show my Password Hint", "Reset my Password", and another link to "Set up my Password".

Please be aware that if you click the "Reset Password" option on the KishSOS Menu, a new system-generated password will be sent to your email address. Your new password should be 6 to 9 characters in length and include both letters and a minimum of 2 numbers.

Login to your Kishwaukee College Employee Web Email account or Outlook account. **Username** and **password** will be sent to you by your Division office.

Click **Login**.



Inside your email account you will see an email from [Donotreply@kishwaukeecollege.edu](mailto:Donotreply@kishwaukeecollege.edu) that contains your temporary password.

## KISHSOS MENU

From the employee profile you can view your benefits hours and paycheck.



### Leave Plan Summary

Use the Leave Plan Summary screen to view all current information about your benefits hours.

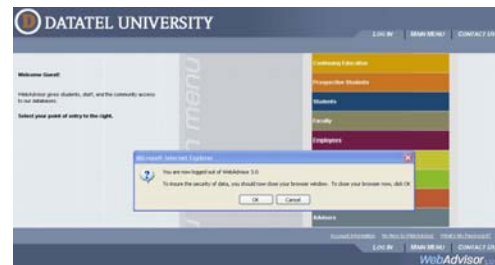
### Pay Advices

Use the Pay Advices screen to view current and previous, 2007 only, paycheck information.

## LOGOUT

When finished, click log out.

To ensure data security, **always** close the browser window.



Internet Explorer will prompt you to close the window. Click Ok, then Yes.