



# How to Sign the Registration Agreement for Fall 2020

1. **Log on to your student portal by typing [my.kcu.edu](http://my.kcu.edu) into the address bar at the top of your web browser.**

Your username is typically the first part of your [kcu.edu](mailto:kcu.edu) email address. Your login is likely some combination of your first initial, middle initial, and whole last name. Use the first part of your KCU email address **studentname@kcu.edu**

For example, my log in is eamiller

Your password is your eight-digit birthday MMDDYYYY.

For example, if my birthday is January 1, 2000, my password would be 01012000.

2. **Click on "Student" at the top of the page**



3. **Click on "Registration" on the left hand side**



(continued)

**4. Click on “Complete the Registration Agreement form”**

**Add/Drop Courses**

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**Add/Drop**

Personal Info Update

This form is used to collect data for the Personal Info Update

[Complete the Personal Info Update form](#)

Registration Agreement

Your registration will not be final until the Registration Agreement is completed. To be sure your schedule is saved, click the link below.

[Complete the Registration Agreement form](#)

**5. Read and scroll to the bottom. Check Yes and then click submit.**

**Response to Registration Conditions**

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1. I accept these conditions.  Yes

\*Required  No

**Submit** Cancel