

Activate Online Account

1. Log on to the Big Sandy Website: <http://www.bigsandy.kctcs.edu>
2. Click **Current Students**
3. Go down to “Resources”
4. Click **Activate Student Account**
5. Enter your **Last Name** and **PeopleSoft ID Number**
6. Click **Sign In**
7. If you are eligible for activation, the system will prompt with the question? “**Are you ___?**” You should answer “**Yes**” if indeed the name listed in yours.
8. This page will give you the following information (*be sure to write the following information down before you proceed*).
 - a. “Your domain name is”
 - b. “Your user name is”
 - c. “Your email address is”
9. On this same screen, you are to set (or create) a **Password**. It must be at least **8 characters long**, with **UPPER** and **lowercase** letters, plus **at least one number or symbol**.
10. If you encounter problems with your email account, you can seek assistance from the “IT” department located in the Johnson Building, Room 130. Or you can contact the BSCTC Help Desk by completing the information listed on the “Contact Us” link from the BSCTC Home Page. “**Select a SUBJECT**” should be “**Campus Computers and Information Technology Services.**” Once you have completed the form, select “**SUBMIT.**”