# Claim your Kingsborough Community College Account

## Reset INSIDE KCC account

You will need your KCC email to receive important updates from CUNY and Blackboard. Here is how to claim your KCC email account:

**Step 1:** Visit ACCOUNT LOOKUP (**https://inside.kingsborough.edu/lookup**) and enter your EMPLID number and a personal email address where we can send your information. (If you do not have your EMPLID memorized, you can find it on your KCC student id card.) An email will be sent to your alternate email. Click on **Click here to Look up Account**. You will see your full name, EMPLID and your KCC email address.

**Step 2:** Click on **Go to Inside** (**https://inside.kingsborough.edu**) and reset your password by clicking on **FORGOT/RESET PASSWORD** and then click on **STUDENT FORGOT OR RESET PASSWORD**. Then click on **Go to Reset Tool**. You will need to enter your student email address and EMPLID to reset your password. Please wait at least 15 minutes before moving on to step 3.

**Step 3:** Once your password is reset, you will be able to access INSIDE KCC and/or your student email account.

If you are having issues with the website or need some assistance feel free to call, email or visit the Student Help Desk.

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**Student Help Desk**
Locations: **L-105**, **L-106**, **L-107**, **M-200** & **M-224**
Phone: **1-718-368-6679**
Email: Helpdesk@students.kbcc.cuny.edu

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Updated on 03/10/20