KCAI Email Account Activation

To activate your KCAI email address, you must create your KCAI email password by following the steps below. Once you have created your KCAI email password, log in to your KCAI email account to see what emails are waiting for you!

Go to**: https://access.kcai.edu** and click on **First Time User.**

1. Enter your username.
2. Enter your KCAI student ID.
3. Enter your new password.
4. Confirm your new password.
5. Log in to https://access.kcai.edu to setup password recovery for your account, provide answers to security questions, and enter a recovery email address and phone number.
6. Go to mail.kcai.edu and log in using your new @students.kcai.edu email address and the password you just created. If you are already logged into Gmail with a personal account, please click your avatar in the top right corner and select "Add another account" first.

Keep your new password secure, and please contact Campus Technology at helpdesk@kcai.edu or (816)802-3502 if you have any difficulty. You can also open a ticket, manage ongoing tickets, and find support articles at https://helpdesk.kcai.edu, including information about your new KCAI account.

Please note, you will need to regularly check your KCAI email account as we will be sending you important messages regarding class registration, orientation and other new student updates.

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