

## Explanation of KGI Passwords

KGI students have accounts on four primary systems. These four systems are separate which means when you change the password on one account it does not change the password on the other three accounts. The four primary accounts are:

1. The KGI Network Account
2. The KGI Student E-Mail Account
3. The KGI Student Portal
4. Sakai

### I. The KGI Network Account

Changing your KGI network account password will change the password to the network services mentioned in **green** below. Changing your KGI network password will NOT change the password to the services mentioned in **red** below.

The KGI network account username and password gives you access to the following:

- **The computers in the 517 Computer Lab, 517 Library & the 535 Student Study Room**
- **The print release stations in the 517 Computer Lab, 517 Library, 517 TMP area next to the Xerox machine & the 535 Student Study Room**
- **The Claremont and Claremont WPA wireless networks**
- **Sakai @ <https://sakai.claremont.edu> (section 4)**
- **The <https://reset.kgi.edu> password change web site**
- **The <http://print.kgi.edu:7290> print submission web site**

The KGI network account does NOT give you access to:

- **The student email system @ <http://start.students.kgi.edu> (section 2)**
- **The student portal @ <https://myportal.kgi.edu> (section 3)**

## How to change the KGI network account password

There are two ways to change your KGI network account password.

1. From any computer connected to the internet browse to <https://reset.kgi.edu>
  - Enroll (you only need to do this once)
  - Change your password
  - Your new password must be at least 8 characters long, have at least one upper case letter, lower case letter and special character like a number. Your name cannot be in the password and you cannot reuse old passwords.

KGI network account passwords expire every 6 months. The reset web site allows you to change the password anywhere you have an internet connection.

2. Log in to one of the computers in the 517 Computer Lab, 517 Library or 535 Student Study Room. Then
  - Press Control-Alt-Delete
  - Choose "Change a password..." from the menu
  - Your new password must be at least 8 characters long, have at least one upper case letter, lower case letter and special character like a number. Your name cannot be in the password and you cannot reuse old passwords.
  - **Note:** You cannot change your password on a print release station. The only thing you can do at a print release station is release print jobs to a printer.

## Access wireless networks using the KGI network account

The Claremont wireless network is easy to connect to but it is not secure. Also, every time you move to a new location on campus the Claremont wireless network will ask you to log in again. When you connect to the Claremont wireless network a web page should open that asks for your network credentials. Enter <userid>@kgi as the username and enter your network password.

KGI recommends that you connect your wireless devices to the Claremont-WPA wireless network. The reason is the Claremont-WPA wireless network is secure and it is a persistent connection. In other words, it won't keep asking you for your password when you move around campus. Connecting smartphones and tablets to Claremont-WPA is straight forward. But you will need to follow these steps to connect your laptop to Claremont-WPA:

1. Connect to the Claremont wireless network.
2. Browse to <http://autoconnect.claremont.edu>
3. A page will load that states, "Welcome To The Claremont Colleges Wireless Network"
4. And, "This wizard will configure your computer for secure network access."
5. Accept the EULA and click 'start'

6. Follow the prompts and enter the information requested. Enter your username as <userid>@kgi
7. Click 'Done' when all of the prompts have been satisfied and certificates installed on your computer.
8. Verify connectivity by going to a favorite web site.

## **II. The KGI Student E-mail Account**

The KGI Student e-mail account is a KGI branded Google Apps account with access to gmail, Google Drive, Google Calendar, Google Sites, Google Groups and more. Browse to <https://mail.google.com> to log in. To change your email account password click on your email address in the upper right hand corner, click "My Account". Click "Signing in to Google". Click the right arrow ">". Enter a new password. Changing this password does **NOT** change your Sakai password or your student portal password or any other password.

## **III. The KGI Student Portal**

The KGI Student Portal is the place to go to view your schedule, view your ledger balance, view your grades, view your unofficial transcript, etc. Browse to <https://myportal.kgi.edu> to log in. To change your student portal password click "Change Password" in the upper left hand corner. Changing this password does **NOT** change your Sakai password or your email account password or any other password.

## **IV. Sakai**

Sakai is the Learning Management System (LMS) used by The Claremont Colleges. Browse to <https://sakai.claremont.edu> to log in. Your Sakai password is the same as your KGI network account password. If you want to change the password you use for Sakai you must change your KGI network account password (see above).