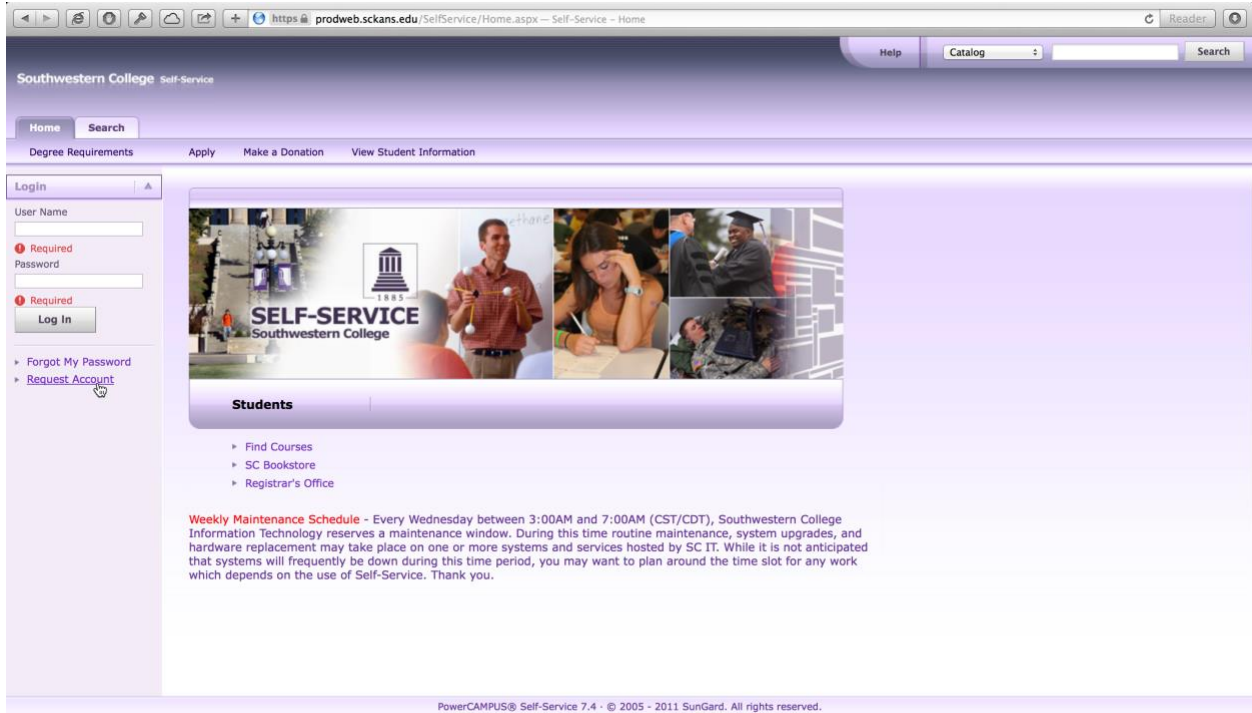


Requesting a Self-Service Account @ Southwestern College

From the Southwestern College Self-Service website @ selfservice.sckans.edu, click “Request Account” underneath the login area.



Enter in the user's information: System ID (the student's ID number without dashes or spaces), First Name, Last Name and Date of Birth (mm/dd/yyyy). Then click “Request Account”. An email will be automatically generated and sent to the email address on file for the user with instructions on accessing their Self-Service account.

Request An Account

Enter your legal name and all the other information, and then select Request Account.

* = Required

System ID	*	<input type="text" value="112233445"/>
First Name	*	<input type="text" value="John"/>
Last Name	*	<input type="text" value="Smith"/>
Date of Birth (mm/dd/yyyy)	*	<input type="text" value="01/01/1963"/>

If the User doesn't know their ID number, they can contact the Registrar's office by email at registrar@sckans.edu or by phone at (620) 229-6268. Please contact the SC Helpdesk at sc.helpdesk@sckans.edu or by phone at (620) 229-6444 if you need any further assistance.