The following guide will show you how to register for an account on welcome2ksu.kennesaw.edu, how to log in, and how to enroll in the KSU New Hire Information and the New KSU Faculty Resources modules.

**New Account Creation**

1. In your web browser of choice, navigate to welcome2ksu.kennesaw.edu.
2. The login page will appear. Under the Is this your first time here? section, click Create new account.

![Create New Account](image1.png)

**Figure 1 - Create New Account**

3. The New Account creation page will appear. Under Choose your username and password, complete the fields as follows:
   a. **Username:** Enter the full email address that will be associated with your id (This will be your login ID) (See Figure 2).
   b. **Password:** Enter a password of your choosing (See Figure 2).

![Choose your Username and Password](image2.png)

**Figure 2 - Choose your Username and Password**
4. Under More Details, complete the following information:
   a. **Email address:** *(Required)* Enter the email address you wish to register with the account in both fields (This should be the same email that you entered for your Username) (See Figure 3).
   b. **First/Last Name:** *(Required)* Enter your first and last name (See Figure 3)
   c. **Location:** *(Optional)* Enter the information for your City/town and Country (See Figure 3)
   d. **Security Question:** *(Required)* Click the checkbox to confirm the security question (See Figure 3)

5. When finished entering your information, click **Create my new account** (See Figure 3).

   **Note:** If any of the required fields are blank or incorrect, the system will notify you of the fields that need to be corrected.

![Figure 3 - Complete More Details](image)

6. You will see a confirmation message stating that an email has been sent to the email address entered in step 4. Click **Continue**.

![Figure 4 - Confirmation Message](image)
7. Log into the email account that you used to register your account. You should receive an email from Admin User, which will contain a link to confirm your account. Click the link.

8. You will be notified that your registration has been confirmed. Click Continue to be logged in.

![Figure 5 - Registration Confirmed](image)

9. You will be logged in to your account. You may now enroll in the KSU New Hire Information module. If you are Faculty, please enroll in both modules: KSU New Hire Information and New KSU Faculty Resources.

**New Hire Module Enrollment**

1. Upon accessing Welcome2KSU, click the course title to enroll yourself from the list of available courses.

![Figure 6 - Course Enrollment](image)

2. Once in the course, scroll down to complete the different modules or use the menu on the left to navigate directly to a specific module.

![Figure 7 - Navigation](image)
3. To return to the Welcome2KSU landing page, click **Home** in the *breadcrumb trail* at the top of the page.

![Figure 8 - Return to Landing Page](image)

4. If you are Faculty, please enroll in the second module: *New KSU Faculty Resources*.

![Figure 9 - Enrollment in the Second Module](image)

**Welcome to KSU!**