

## Student login to Keuka Online

To access online course information you must first contact the ASAP office and complete the registration process as you would for any class you would take at Keuka College. Once formal class registration has been accomplished the professor of the class will assign an enrollment key required to access the online course information.

ASAP: Keuka College  
 PO Box 98  
 Keuka Park, NY 14478  
 Phone: 315-279-5406  
 866-255-3852  
[jbies@mail.keuka.edu](mailto:jbies@mail.keuka.edu)

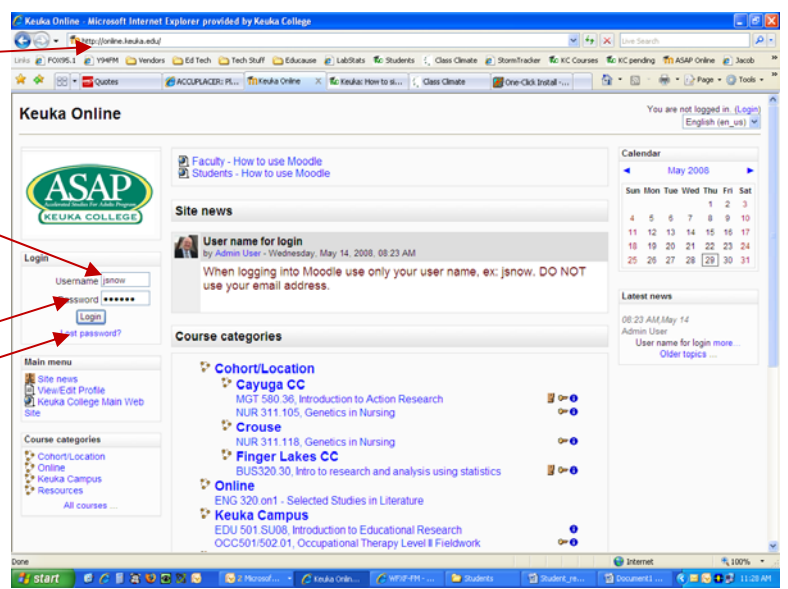
1. Using your internet browser go to:  
<http://online.keuka.edu>.

2. Type in your user name.

This is your username only  
 ex: jsnow. NOT your email  
 address.

3. Type in your password.

4. Click “Login”



5. Complete profile.  
 You must fill in;

a. First Name.

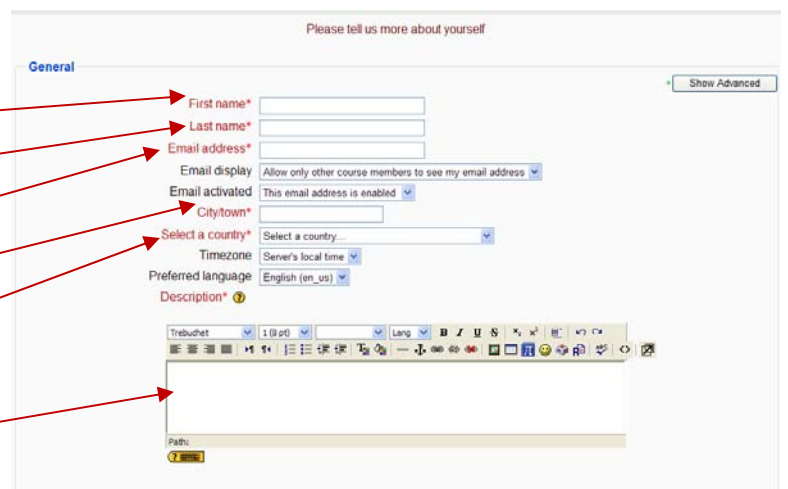
b. Last Name.

c. E-mail Address.

d. City/Town.

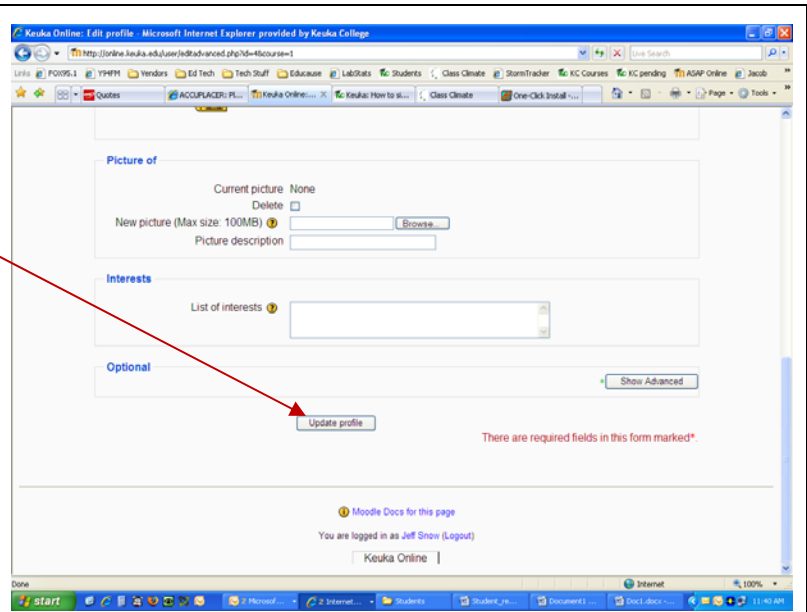
e. Select a country.

f. Description  
 The program requires a description.  
 You can just type in “student” if you  
 add anything else keep in mind this  
 is public information.



6. Scroll down.
7. Click Update Profile.

You can return to updates your profile at any time.

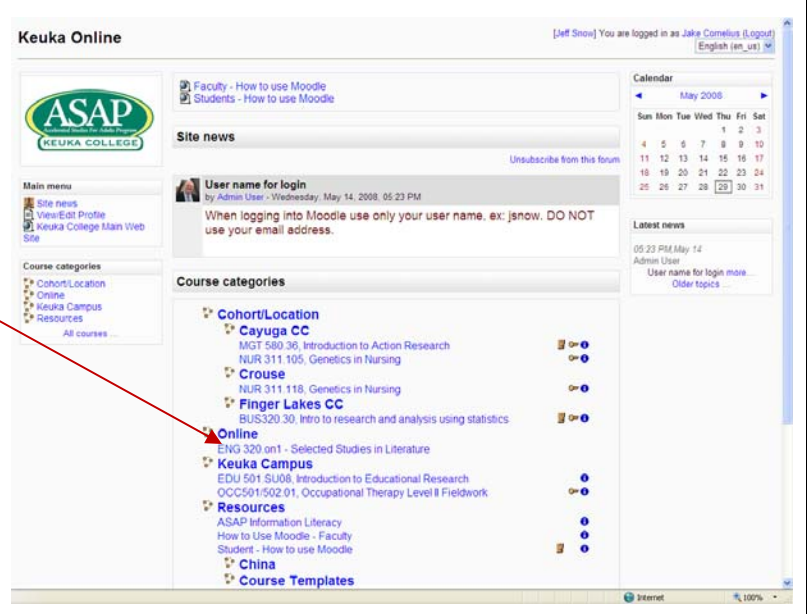


8. You will be taken to your completed profile view.
- To find and register for your class.

9. Click on “Keuka Online”

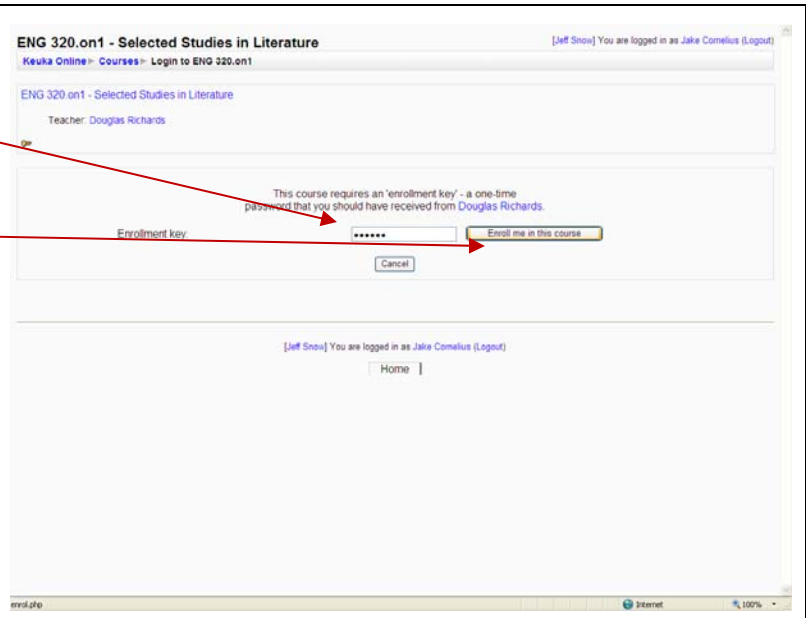


10. Locate your course; scroll down thru the list if needed.
11. Click on the course

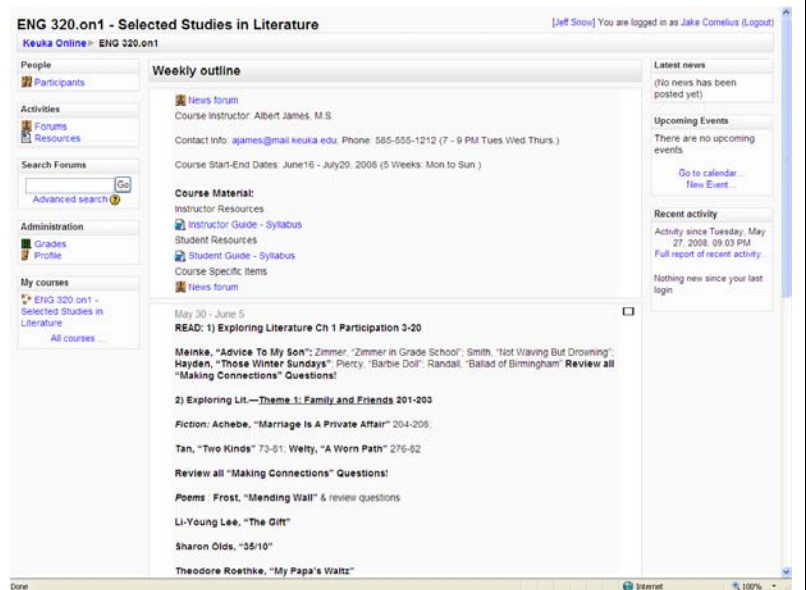


12. You will be prompted to enter an “Enrollment key”  
Your instructor will provide you with this.

13. Click “Enroll me in this course”.



14. The course will open and you are now ready to begin.



The next time you login, a list of all courses that you are a member will be displayed on the left side.

To return to a class just click on the desired course.

