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Section 1: Introduction

Your Kaplan Continuing Education My Desk Student/Faculty Portal has been updated!

The new portal, KCE Campus, has a new look, contains new navigation, and holds additional information and features. It provides you with a more user-friendly, resourceful, and enhanced learning environment.

This User Guide presents an overview of the new KCE Campus site.

Section 2: Comparing My Desk to the New KCE Campus

This section provides you with a snapshot of the My Desk and KCE Campus portals. It compares key content, features, and their locations to help you familiarize yourself more quickly to your new portal.

2.1 My Desk (Old)
2.2 KCE Campus (New)
Section 3: Your New Home Page- Pods & Content Areas

This section provides you with an overview of how to navigate the KCE Campus homepage.

1. Top Right Hand Corner Navigation
   - **Email**: Click to go directly into your Kaplan Email inbox.
   - **Sitemap**: Click to see all of the resources available to you in your KCE Campus. **New!**
   - **Help**: Click to contact your KCE support teams (Tech Support, Academic Advising, etc.) and access Frequently Asked Questions. **New!**
   - **Logout**: Click to log out of KCE Campus.

2. My Courses
   - **Current Courses**: Click to access courses you are currently taking.
   - **Previous Courses**: Click to see courses you have completed.

3. My Communications
   - **Announcements**: View or click to read articles of interest about your KCE studies. **New!**
   - **Event Notification**: Click to view notifications from Kaplan. **New!**
4. Quick Links
   - My Email- Click to view your Kaplan Email.
   - My Certificate Plan- Click to view program requirements, your registered courses, print your unofficial verification letter, etc.
   - Library- Click to access the Kaplan Higher Education Library to find study materials you need.

5. Resources
   - Documents- Find important related to your KCE studies. New!
   - Forms- Find important to fill out and submit for your KCE studies. New!
   - Special Highlights- Find important information to help you with your KCE studies.

6. Contact Information
   - Student Services and Academic Advising- Access contact information.
   - Live Help- Receive live help from Student Services
Section 4: Your New Home Page - Navigation

This section shows you what information is found in the menus that appear when you click the five tabs in the horizontal navigation bar.

4.1. My Studies Tab

My Certificate Plan
View all important information related to your program such as your course information, course grade, academic progress, and registration options. For details see a screenshot of the new Certificate Plan below.

Library
Provides direct access to the Kaplan Higher Education Library online services.

Writing and Math Centers  New!
Provides you with writing, math, and other learning resources:
- Math Modules and Math Symbols
- Writing Reference Library
- Study Tips and Tools

4.2. Community Center Tab

Student Store
Enables you to purchase a variety of items useful for your academic studies from computer hardware at a discount to Kaplan-branded merchandise.
4.3. University Info Tab

Campus Policies New!
Contains information about KCE’s campus policies. They are divided into the following sub-categories:
- Disciplinary Actions, Suspensions, and Dismissals
- Nondiscrimination Policy
- Conduct
- Electronic Communications Policy
- Problem Resolution
- Program or Policy Changes
- Family Educational Rights and Privacy Act (FERPA)
- Academic Freedoms and Student Responsibilities

About KU New!
Provides you with institutional information about Kaplan such as:
- History, Mission, Purpose, and Philosophy
- Accreditation, Approvals, and Memberships

Financial Services New!
Contains policy information, forms and applications for financial aid, loans, grants, etc. It also features specific information for military students. Online resources and related websites are also accessible here:
- Financial Policies (refunds, tuition and fees)
- Financial Resources (documents and downloads, financing your education, military students)

Career Resources New!
Contains materials from the Career Resources Department which provides you with comprehensive career planning. Experienced career specialists and career coaches are available to provide their expertise, resources, and support for a variety of career services:
- Job Search
- Career Guidance
- Interviews and Follow-Up
- Resumes and Cover Letters

Admissions New!
Holds admissions information for KCE including admission requirements, academic policies and forms/applications. The content is divided into three sub-categories:
- Admissions Requirements
- Waivers and Policies
• Forms and Applications

4.4. My Tools Tab:

System Check New!
Ensure that your computer system meets the basic requirements for online studies at KCE.

My Subscriptions New!
Subscribe to Event Notifications – important messages containing academic information – as soon as they are publicized by Kaplan. You may receive Event Notifications you subscribe to as messages in KCE Campus, emails, or SMS cellular phone texts.

4.5. My Account Tab:

My Information
Manage your account information here such as your personal email address, phone numbers, mailing and shipping addresses, KCE Campus password, and your time zone.

My Financial Summary New!
View and print your ledger card containing the following:
• Tuition Charges
• Adjustments
• Fees
• Payments

Make a Payment
Visit the payment center to make online payments toward your tuition balance.
Section 5: New Certificate Plan

The redesigned KCE Campus provides an enhanced version of the Certificate Plan:

5.1. My Desk (Old) Certificate Plan

Below is the Certificate Plan page on the old My Desk.

<table>
<thead>
<tr>
<th>Number</th>
<th>Curriculum Requirements</th>
<th>First Grade</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Main Category</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP101</td>
<td>Fundamentals of Personal Financial Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP102</td>
<td>Insurance and Employee Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP103</td>
<td>Investment Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP104</td>
<td>Income Tax Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP105</td>
<td>Planning for Retirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP106</td>
<td>Estate Planning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY**

Text: Indicates a class in program.
5.2. KCE Campus (New) Certificate Plan

Enhancements to the Certificate Plan page include:

1. New Look & Feel
2. Print Unofficial Verification Letter (unofficial transcript)
3. My Progress Bar
4. Access Multiple Program Enrollments (if applicable)
5. Course status (score, score status, date completed, instructor)
6. Course description
7. Update grades

If you have recently completed a course and your grade is not reflected in your Certificate Plan, please click the “Update Grades” button.