Instructions for setting up security questions for the MyBC3 Portal

These instructions will help navigate the process of setting up/answering your selected security questions as well as allowing you to add an alternate e-mail address and mobile phone number. This will be in place, for self-service reset of your password.

1. Go To https://sso.bc3.edu/

2. Enter your username and password. Click Login.
   **Username:** b + 7-digit student ID (i.e. b1234567)
   **Password:** Your chosen password or if you haven’t changed it, 8-digit birth date (i.e. 12211995)

3. In the General tab, click on Set my answers under Challenge Questions and select 3 of the 10 questions provided. Enter answers for your three questions then click Continue. You will receive a Challenge Answer Enrollment Successful message. Click the Click here to return to the account management page.

   ![PortalGuard - Account Management](image)

   ![End-User Self Service](image)
4. Select the **Add my e-mail** and enter an alternate e-mail address. (DO NOT use your MyBC3 e-mail address) Once you enter your e-mail address, you will receive a (OTP) One-Time Password to be entered for verification.

5. Select the **Multi-factor Settings & Devices** tab, and click the Add new phone. *This is an optional enrollment and if you would rather not use your mobile phone, your phone does not have the ability to text or your cell provider is not listed you can skip this section.* To activate this option, enter your mobile number, your cell phone carrier and choose whether you want to receive a SMS/Text message or if your phone cannot receive SMS/text, you will receive a voice message. Click continue. A one-time password will be sent to your phone for activation. Enter one-time password from your mobile phone and click continue.

6. Click **Log Out** in the upper right corner when you are finished.