

## "HOW TO" LOG IN FOR BC3 CREDIT STUDENTS

### LOG-IN INFORMATION

**Username:** b+ 7 digit student ID

**Initial Password:** a combination of letters and numbers (i.e. Ap6Er5yZf) \*Password is case sensitive

**MyBC3 E-mail Address:** a combination of numbers and letters @my.bc3.edu (i.e. jgvz9t@my.bc3.edu)

\*You will be required to change your password the first time you log in to the MyBC3 Student Portal or a campus computer

**HOW TO LOGIN TO My BC3 PORTAL:** (Go to [www.bc3.edu](http://www.bc3.edu) > Current Students > MyBC3 Portal > MyBC3 Portal Login)

- Your **UserName** is the **LOWERCASE** letter **b** followed by your **Student ID** (**DO NOT enter your e-mail address**)  
Example: If your student ID is 4000587 your User Name is b4000587
- Your **Password** is your **8-digit date of birth** **OR** a combination of letters and numbers, whatever was mailed to you in your acceptance letter.  
Example: If your date of birth is January 3, 1987 enter 01031987 as your password.

- The first time logging in you will be asked to answer 3 of the 10 security questions. Next, you may choose to add an alternate e-mail address, make sure that you check the "suppress..." check box or you will receive this pop-up window every time you log into the Portal. These steps are for the self-service password reset option.



**ONCE LOGGED IN, you can access: The BC3 Web Site, Blackboard, My BC3 E-mail and the Self- Service Menu.**

- Just click on the text of what you want to access in the **Important Links** box (Example to the right).



**HOW TO LOG ON TO COMPUTERS AT ANY BC3 SITE:**

- All BC3 credit students registered for a current semester have a login to computers at any BC3 site. *You may not have login access between semesters.*
  1. Your **UserName** is the **LOWERCASE** letter **b** followed by your **Student ID**  
Example: If your student ID is 4000587 your User Name is b4000587
  2. Your password is the same as for the MyBC3 Portal. If you change your password, it changes for both.

If you need help accessing the MyBC3 Portal, call the BC3 Help Desk Hotline for assistance (724-287-8711 ext. 8441, press #1, then #4) or fill out a MyBC3 Portal fast form at <http://www.bc3.edu/onlinelearning/help-support.asp>.