

"HOW TO" LOG IN FOR BC3 CREDIT STUDENTS

YOU MUST KNOW YOUR STUDENT ID!

Where to find your Student ID Number (7-digits):

- Correspondence sent by mail from BC3 - in the top right corner
- Student ID card
- Your BC3 Credit Schedule when you register for classes

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

- Your **User Name** 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**
Example: If your date of birth is January 3, 1987 enter 01031987 as your password.
The Google Chrome browser may not work with the Portal.



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 where what you want to access in the Important Links box on the right.

You can use the Self- Service Menu to set up your password reset options, change your challenge questions, register a mobile phone, and more. If you open the Self-Service Password Reset Menu, you **must** logout of it, close the browser and open a new browser to access the MyBC3 Portal again.

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. Press the following 3 keys on the keyboard at the same time: **Ctrl**, **Alt** and **Delete**
2. Your **User Name** is the **LOWERCASE** letter **b** followed by your **Student ID**
Example: If your student ID is 4000587 your User Name is b4000587
3. Your password is the same 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>.