**"HOW TO" LOG IN**

**FOR BC3 CREDIT STUDENTS**

<table>
<thead>
<tr>
<th>LOG-IN INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Username:</strong> b+ 7 digit student ID</td>
</tr>
<tr>
<td><strong>Initial Password:</strong> a combination of letters and numbers (i.e. Ap6Er5yZf) <em>Password is case sensitive</em></td>
</tr>
<tr>
<td><strong>MyBC3 E-mail Address:</strong> a combination of numbers and letters @my.bc3.edu (i.e. <a href="mailto:jgvz9t@my.bc3.edu">jgvz9t@my.bc3.edu</a>)</td>
</tr>
<tr>
<td><em>You will be required to change your password the first time you log in to the MyBC3 Student Portal or a campus computer</em></td>
</tr>
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**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 a combination of letters and numbers, whatever was mailed to you in your acceptance letter.

  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](http://www.bc3.edu/onlinelearning/help-support.asp).*