
First-Time Setup: Student MyBC3 Portal and Multifactor Authentication (MFA)

You will need to know your BC3 student ID and temporary password to complete the following steps. If you do not have this information, please sign in to the BC3 Applicant Portal to retrieve it:

<https://butlercountycommunitycollege.my.site.com>

Log in to mybc3:

1. In a web browser, go to **bc3.edu**.
2. Click **Current Students > MyBC3 > MyBC3Login**.
3. Enter your username in this format: **b + student ID@my.bc3.edu**
(for example: b1234567@my.bc3.edu)
4. Enter your temporary password, then click **Next**.

Note: If your password does not work, please contact the Technology Help Desk.

5. You will receive a message that says **More Information Required**. Click **Next**.
6. You will receive a message that says **Keep your account secure**. Click **Next**.
7. You will receive a message that says **Microsoft Authenticator - Set up your account**. Click **Next**.
8. You will receive a message that provides you with a QR code. Leave this screen open and follow the **MFA Setup** instructions to proceed.

Note: You will need to use your smart phone and computer to complete the MFA setup.

MFA setup:

NOTE: If at any time you must reset your phone, delete the Multifactor Authenticator App, or get a new phone please contact the Technology Help Desk to reset your account.

On your smart phone:

1. Go to your phone's App Store. Search for the **Microsoft Authenticator**. Install this app. 





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2. Open the app. Select the + or **Add Account**.
 3. Select **Work or school account**.
 4. Select **Scan QR code**.
 5. Using your phone, scan the QR code that is on your computer screen.

*Note: If you are unable to scan the QR code, open the **Settings** on your phone and scroll down to the Microsoft Authenticator app. Open the settings for the app and check to make sure your camera is turned on.*

6. You should now see an account listed as *Butler County Community College* on the Microsoft Authenticator app.

On your computer:

7. Click **Next** at the bottom of the QR code page.
8. A number code will appear on your screen.

On your smart phone:

9. A notification will appear requesting the number code that appeared on your computer screen. Enter the code on your phone. Select **Yes**.

On your computer:

10. The screen should show **Success**. Click **Done**.

Each time you log in to the MyBC3 Portal, you will receive a notification on your smart phone that will appear like a text message. Click on the notification and it will open the MFA app for you to enter the 2-digit code. You will then proceed to enter the MyBC3 Portal.

Setting your personal password:

1. After completing the MFA setup, you will receive a message asking you to change your MyBC3 password. You will see 3 text boxes.



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- a. Box 1: Enter your current password. The current password is the temporary password you used at initial login.
- b. Box 2: Enter your new personal password. Parameters for new passwords are:
 - Must be 15 characters or more in length.
 - Must NOT contain your name.
 - Must have at least 1 capital letter.
 - Must have at least 1 number.
 - Must have at least one symbol.
- c. Box 3: Enter your new personal password again to confirm.

2. Click **Sign In**.

3. You should now have access to the **MyBC3 Portal**.

Technical Support:

BC3 Technology Help Desk

Monday – Friday: 8:30am -3:30pm

After Hours: FastForm only

- Walk-Up: Heaton Family Learning Commons, Main Campus
- Phone: 724-287-8711 Ext. 8013
- FastForm: <https://www.bc3.edu/services/technology/support-ticket/index.html>