

Using <http://mybcc.net/>

Students can access MyBCC on or off campus. You will need your Student Network Account to login and access both the MyBCC Portal and your BCC e-mail.

STEP 1: Student First Time Login Procedures:

If you have created a Student Network Account previously and have both your Student Network Account username and password, you may proceed to **Step 3: Student Login Procedure**.

You will need your Student ID (SID) to confirm your Student Network Account username or create a Student Network Account.

If you do not know your SID, you may look up your SID online at <https://bellevuecollege.edu/services/sidlookup.asp>

Look-up your Student ID (SID)

Type your last name.

Type your birthdate, mm/dd/yyyy.

Type the last 4 digits of your Social Security Number.

Why am I asked to provide my birth date?

Your birth date is required to validate your request. The birth date you provide must match the information the college has on file for you. You provided this information to BCC when you registered for the first time. The information you submit is encrypted and passes through a secure connection.

SID query results will look like:

Your SID is:

123456789


Record your SID for the next step.

Confirm whether a Student Network Account exists for you by looking up your Student Network Account username and e-mail address.

<https://bellevuecollege.edu/sam/LookupUsername.aspx>

Using the form provided, enter your SID.

There will be one of two results:



Student Account Management

Look Up Your Student Network Account and E-mail Address

No network account was found for the specified Student ID.

Tell Us Who You Are

To look up your account username and e-mail, please provide your SID.

SID: (no spaces or dashes)

What is my SID?

You do **not** have a Student Network Account, Proceed to **Step 2**.

Or

Look Up Your Student Network Account and E-mail Address

Username: GwenZ

E-mail: GwenZ@student.bcc.ctc.edu

You **have** a Student Network Account. Note your username and e-mail and proceed to **Resetting your Password**

Step 2: Create a Student Network Account

- Go to <http://www.bcc.ctc.edu/sam/>
- Select the Create your Student Network Account link.
- Select the Start button to begin the process.
- Agree to the Terms of Service by selecting the checkbox and selecting the Next button.
- Click the Next button again.
- Enter your SID, Personal ID number (PIN) and birth date.

Your personal number (PIN) is initially set as your birth date, using the six-digit MMDDYY format. If you don't remember your current PIN, you must request a new PIN in person at the BCC Student Service Center in B125 on the main campus or the main desk at North Campus.

- Click the Next button.
- Create a challenge question by choosing a question where only you know the answer. Supply the answer for confirmation and click the Next button.
- Create your username and click the Next button.

Set your password

Password Requirements

For security purposes, your password must comply with the following requirements:

1. must be at least 8 characters long
2. may not contain your username, first name or last name
3. must contain a variation of at least 3 of the following: lowercase letters, uppercase letters, numbers, and/or symbols
4. must not repeat any of your previous 5 passwords

You can take a phrase like **greatidea**, which is at least 8 characters long, and modify it to meet the password complexity standards.

- Replace letters with symbols and use upper and lowercase letters: **Great!dea**
- Add symbols and replace letters with numbers: **gr3at;id3a**
- Use lowercase letters, uppercase letters, and add symbols: **GReatIDEA&**
- Use lowercase letters, uppercase letters, and add numbers: **1GreaTidea**

You have completed the process for creating a Student Network Account.

Step 3: Student Log-in Procedure:

Follow the same steps whether you are logging in from BCC, from home or any other location with an Internet connection.

- Go to <http://mybcc.net>
- Select the red "Log in" button

- Enter your Student Network Account username in the format **student.bcc.ctc.edu\<username>** and your password, then press OK



While accessing the MyBCC portal, you may be asked to supply your credentials again as you access various files or online resources. This is normal behavior. Reenter your credentials, click OK, and continue.

Resetting your Password

- Go to <http://www.bcc.ctc.edu/sam/>
- Click the Reset your Password link
- Click the Start button
- Enter your Network Account username and click Next
- Enter your SID, Personal ID number (PIN) and birth date and your new password.

Your personal number (PIN) is initially set as your birth date, using the six-digit MMDDYY format. If you don't remember your current PIN, you must request a new PIN in person at the BCC Student Service Center in B125 on the main campus or the main desk at North Campus.

- Click Next

You may now login using your new password per **Step 3** above.



Frequently Asked Questions about Student Network Accounts:

How long is my network account active?

Student network accounts are lifetime accounts and do not expire unless the student notifies the college to formally request that his or her account is removed.

When did I receive my SID and PIN?

You are automatically issued a student ID (SID) and personal identification number (PIN) the first time you register for BCC Continuing Education classes.

I have provided my SID and PIN but the system will not recognize me. What do I do?

If you are having problems with the student network management site, please contact the Student Technology Support Center (STSC) at <http://requestcenter.bcc.ctc.edu/stsc/>. You may also contact STCS in person in room N250, by phone at (425) 564-5555, or via e-mail at help@student.bcc.ctc.edu.