

TO ACCESS THE PORTAL

Step 1:

Go to the Welcome Page, www.bhcc.mass.edu/portal



New Students

Have your User ID and Password ready.

[Log Into Portal](#)

[Don't remember your User ID?](#)
[Don't remember your Password?](#)
[Change your Password?](#)

Step 2:

Click on Don't Remember Your User ID

Enter your last name and Social Security Number or BHCC Student Id Number and click **Submit**

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying

* = Required

Last Name*

SSN

OR

Student ID

Step 3:

Click on **Don't Remember Your Password**. Click on **Reset my Password**. Enter your **Last name** and **Social Security Number** or **Last Name**.

Your password will automatically be reset to the last six digits of your Social Security Number or the last six digits of you Student Id.

It will be email to you BHCC email address.



The screenshot shows a web form titled "CURRENT STUDENTS" with a sub-header "Reset my password". Below the title, it says "In order to retrieve your User ID you must fill in your last name and one of the two additional ident". A legend indicates "* = Required". The form contains three input fields: "Last Name*" (with a red asterisk), "SSN", and "Student ID". The "OR" text is positioned between the "SSN" and "Student ID" fields. A "SUBMIT" button is located at the bottom right of the form.

Step 4:

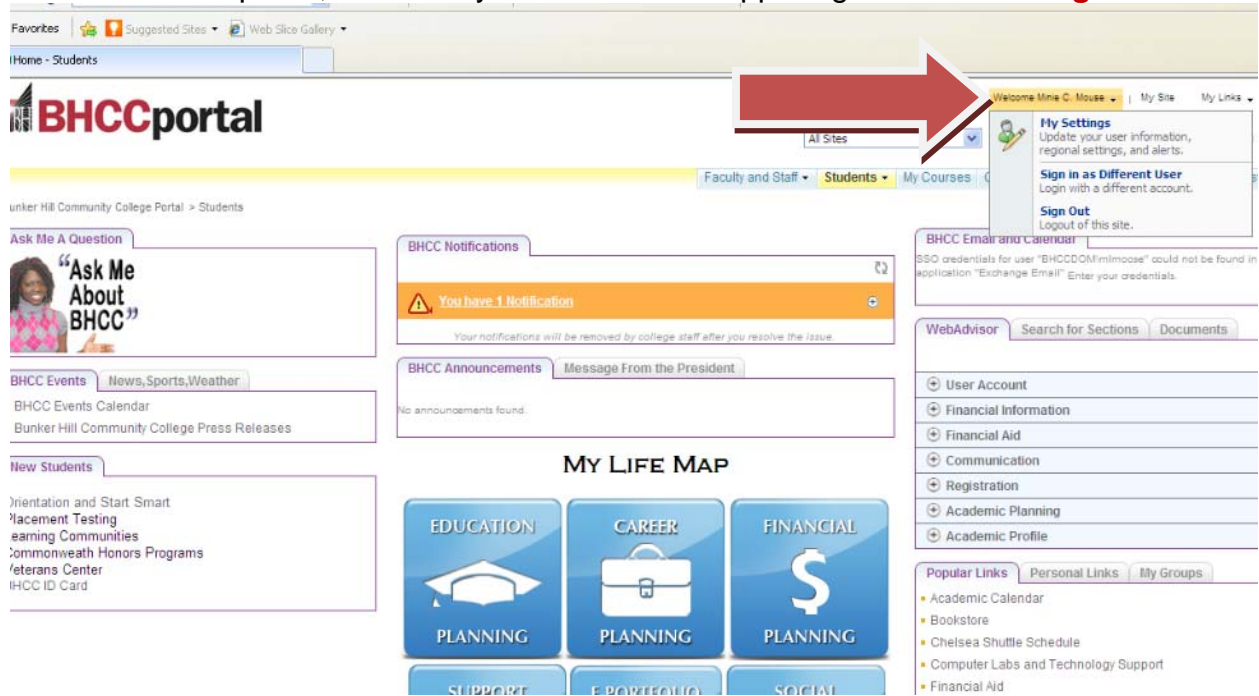
Click on **Log Into Portal** and enter **BHCCDOM\username and password**



The screenshot shows a dialog box titled "Authentication Required" with a question mark icon. The text inside says "Enter username and password for https://portal.bhcc.edu". There are two input fields: "User Name:" containing "BHCCDOM\mmouse" and "Password:" containing seven dots. At the bottom, there are "OK" and "Cancel" buttons.

Step 5:

You will see the portal, check for your name in the upper right and notice **Sign out**



The screenshot shows the BHCC portal homepage. In the top right corner, a user menu is visible with the text "Welcome Minie C. Mouse". Below this, there are links for "My Settings", "Sign in as Different User", and "Sign Out". A large red arrow points from the "Sign Out" link towards the center of the page. The main content area includes sections for "Ask Me A Question", "BHCC Notifications" (showing 1 notification), "BHCC Announcements", and a "MY LIFE MAP" with buttons for EDUCATION, CAREER, and FINANCIAL PLANNING. On the right side, there is a "WebAdvisor" search bar and a list of user account options like "User Account", "Financial Information", etc.

Step 6:

Remember to **Sign out** and **close the browser** (i.e. Internet Explorer, Chrome, Firefox etc.) for security purposes.

Close by clicking red X box.



The screenshot shows a Windows Internet Explorer browser window. The address bar contains "ss.edu/portal/". The browser's title bar reads "Windows Internet Explorer". A large red arrow points from the right side of the browser window towards the red 'X' close button in the top right corner of the window's title bar.

