BHCC WebAdvisor and Email Log In Directions

As a new student, you now have access to your BHCC email account and to WebAdvisor, your online student record.

Allow at least 2 hours after registering for courses before attempting to log in to both your WebAdvisor account and your BHCC email.

**Step 1:** Go directly to [http://onlineservices.bhcc.mass.edu](http://onlineservices.bhcc.mass.edu)

**Step 2:** Click on the blue **Student** menu

**Step 3:** Click on **What's My UserId** under the **User Account** section

Type in your last name and your **Student Id #** - the 7 digit number beginning with a zero located on schedule and bill you received when you registered or your **SS#**. Click **Submit**. Write down your **UserId** if you think you will forget it.

**Step 4:** Click on **Log In** at the top or bottom of the screen.

**Step 5:** Enter your **UserId** and **Password**. Your initial password is the last 6 digits of your Social Security # (if you do not have a SS# or if you did not supply one to BHCC, you will use the last 6 digits of your BHCC Id – this number is located on your schedule/bill). Click on **Submit**.

**Step 6:** You will receive a message that your password has expired. You will re-enter your **UserId** and **Password** (the **Old Password** is the 6 digits you just entered in Step 5).

Then you must create a new password and enter it on the **New Password** line and then again on the **Confirm Password** line - it must contain both letters and numbers and be at least 6 digits long.
If you FORGET YOUR PASSWORD:
If you have accessed WebAdvisor and forgotten your password
  ➢ Click on Student Menu. Under User Account section click on What's my password? Click on I don't remember, reset my password. You will need to select an email address from the dropdown box, choose whatever address appears and Submit. Your password will automatically reset to the last 6 digits of your Social Security # if you have one, otherwise to the last 6 digits of your BHCC Student Id.

BHCC Email

Step 1: from the Student menu in WebAdvisor click on Student Web Mail

Step 2: enter your User name (User name = UserId from Web Advisor and enter the new password you created for your WebAdvisor account as the Password.

Your email address will be your userid@bhcc.edu (i.e. if a student named Bunker Hill had a UserId of bhill, their BHCC email address would be bhill@bhcc.edu

For problems related to Log In of your email or WebAdvisor accounts; call the HelpDesk at 617-228-3441