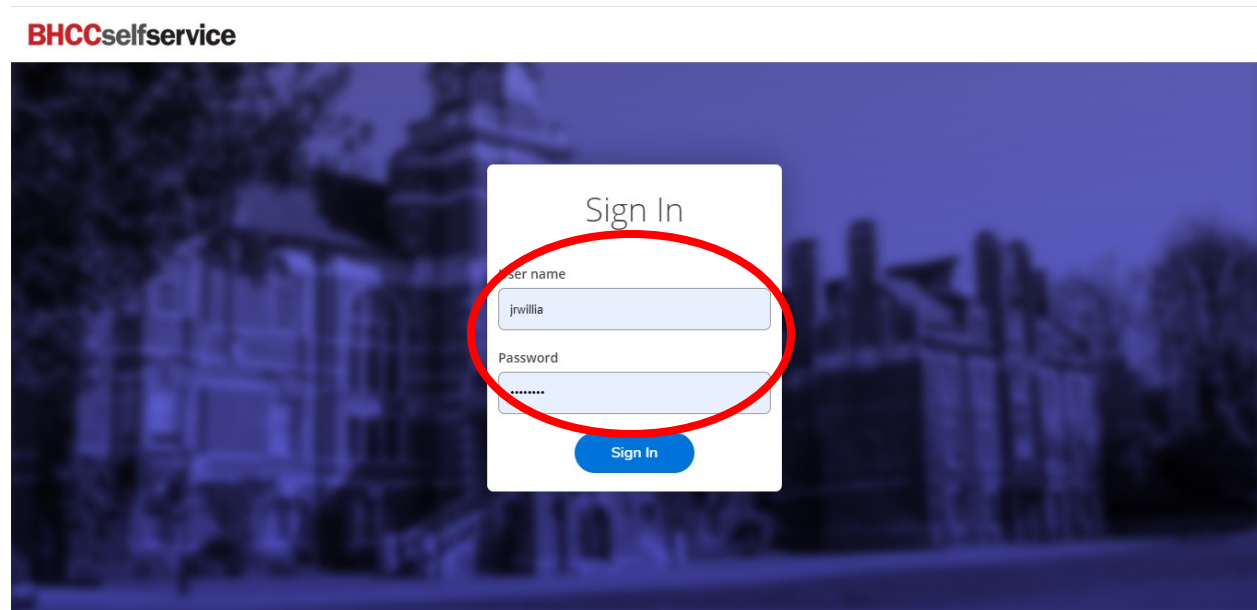


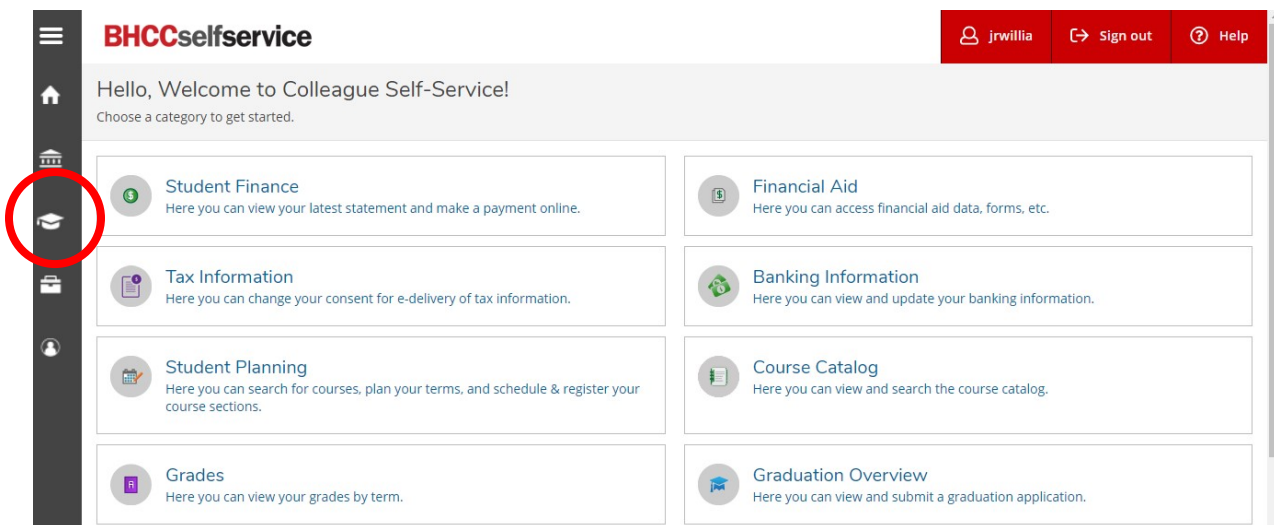
How to Access BHCC Chat in BHCCselfservice

In order to access BHCC Chat for Advising and LifeMap, please sign in to [BHCCselfservice](#).

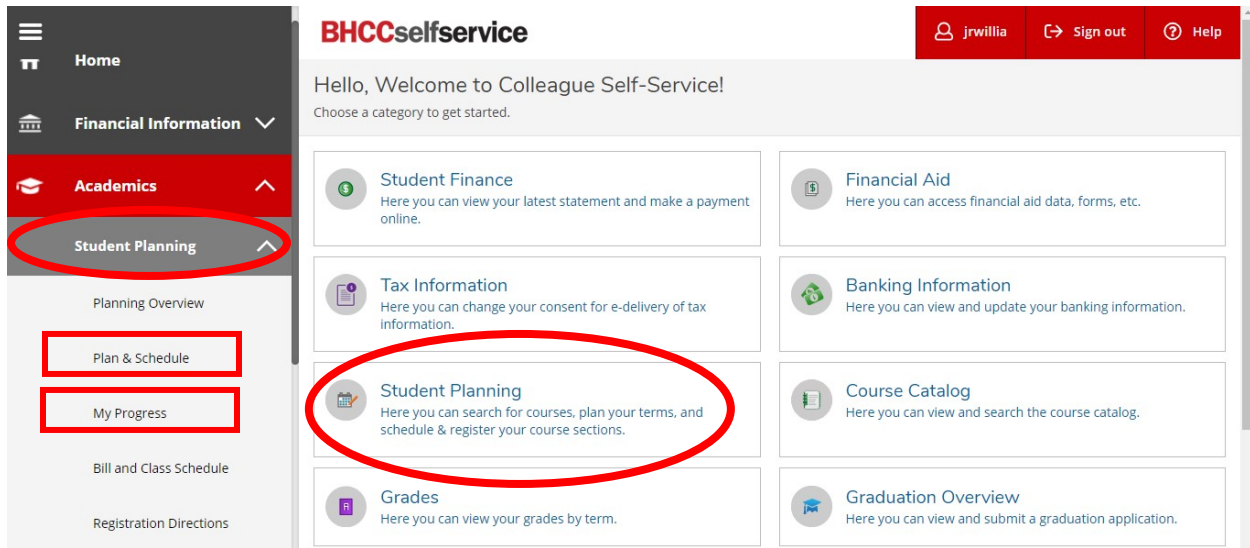
Enter your User name and Password. Then select Sign In.



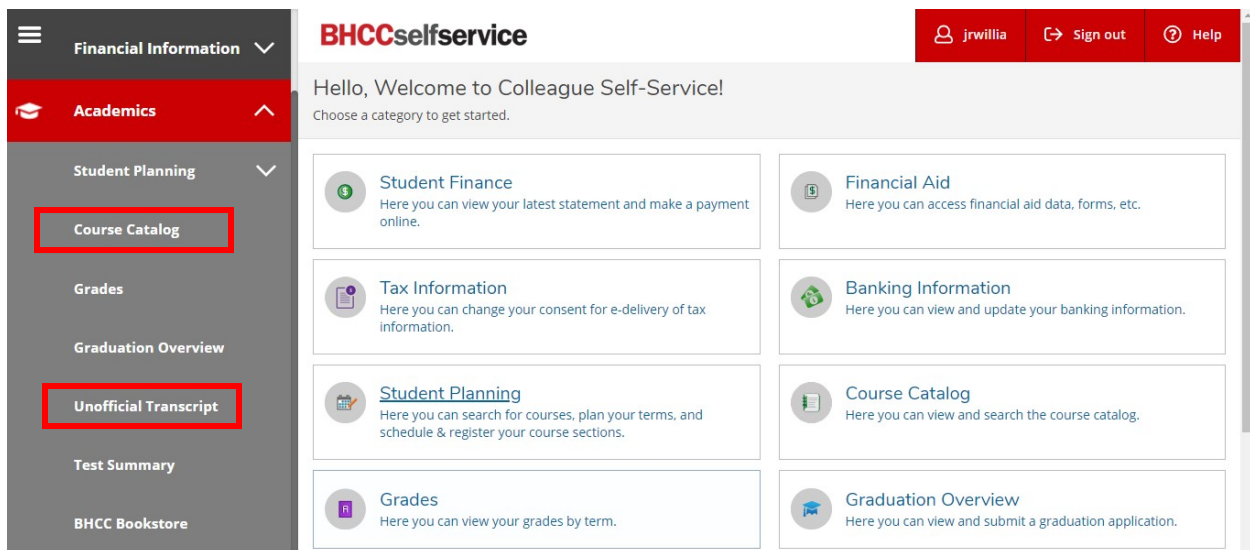
Within BHCCselfservice, there are multiple pages where you can access BHCC Chat. All pages are on the Academics menu. Select the graduation cap to get to the Academics menu.



Within the Academics menu is the Student Planning submenu. Notice you can also get to Student Planning from the main page. From Student Planning, select Plan & Schedule or My Progress.




From the Academics menu, you can also access BHCC Chat from Course Catalog and Unofficial Transcript.



Once on these pages, you will see an information bar that informs you that our BHCC Online Advising team is available to chat on that page. In the lower left corner you will find the chat box and information about when the chat is available. To enter that chat, select the BHCC Advising message box.

The screenshot shows the BHCC selfservice website interface. At the top, there is a navigation bar with the logo "BHCCselfservice" and user options: "jrwillia", "Sign out", and "Help". Below this is a breadcrumb trail: "Academics > Student Planning > Plan & Schedule".

A light blue information bar contains the following text:

- Directios for course planning and registration can be found here: [Registration Directions](#)
- View and purchase your course materials here: [BHCC Bookstore](#).
- **BHCC Online Advising**
Chat with an Online Advisor when you see the  below

The main content area is titled "Plan your Degree and Schedule your courses" and includes a search bar "Search for courses...". Below this are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers".

The "Schedule" tab is active, showing a calendar for "Spring Semester 2020". It includes buttons for "Filter Sections", "Save to iCal", and "Print". A status indicator shows "Planned: 0 Credits".

A message box on the right states: "Hello! Online advisors are available today between 9a and 7p. Click below if you would like to chat with an advisor." Below this message is a "BHCC Advising" chat button, which is circled in red in the image.

At the bottom left, a blue box with an information icon says "No Courses Selected For This Term".

	Sun	Mon	Tue	Wed	Thu	Fri
8am						
9am						