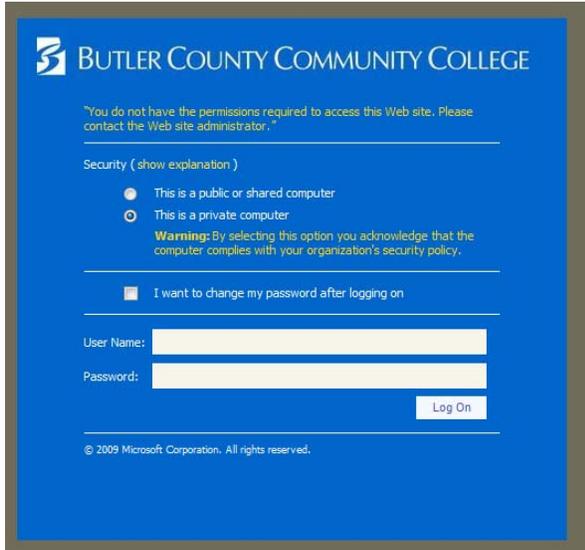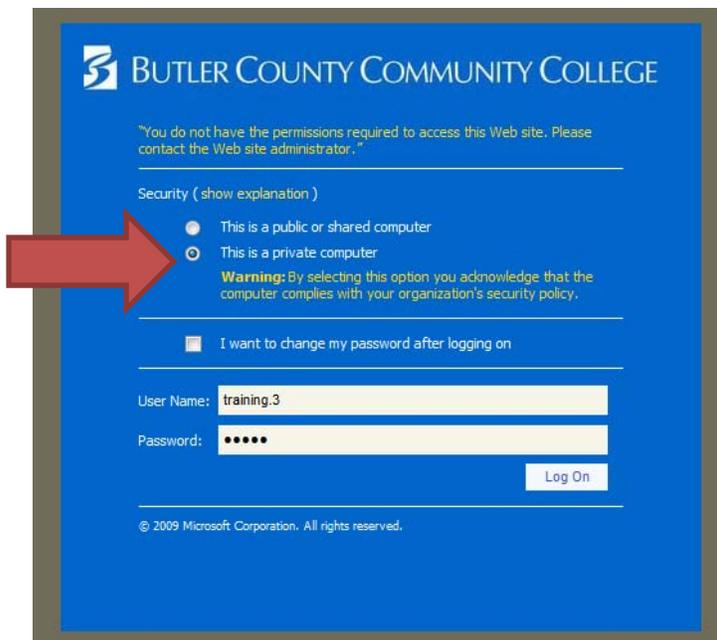# Accessing the BC3 Portal

The new BC3 portal is the "one stop shop" for accessing your BC3 email, viewing course rosters, entering grades, and other functions.

Logging into the portal

1.) Access the Portal by going to http://portal.bc3.edu

2.) Enter your username (*firstname.lastname*) and your password (***Note:** the password is the same password that you use to access your email, Apecs, and college computers). Click the Log On button.

   a. If you are on your home or office computer, select the options of "This is a private computer". This will allow you to stay logged into the portal for up to 6 hours.

   b. **NOTE:** If you are a brand new employee of the college and have **never** changed your password, you will be forced to change your password. The new password should be at least 5 characters and contain letters and numbers.

Navigating the Portal:

Applications: This list links to BC3 related sites such as Colleague UI (which will require setting up you credentials), APECS, and Blackboard.

Portal Services: This provides access to advising, faculty, and employee related functions such as class rosters, entering purchase requisitions, viewing budget information, etc.

My Team Sites: This feature has not been implemented yet.

Announcements: Important Announcements pertaining to the college are located here.

BC3 News/BC3 Events: This shows news and events pertaining to BC3.

Area above My Calendar/My To Do: This connects to your BC3 email and lists any unread emails in your inbox. You can click on this link and go directly into your BC3 email account (web version). This requires the setup of your single sign-on credentials.

My Calendar/My To Do: This connects to your Bc3 email account to list items in your Calendar and Tasks. It will also connect to BC3's Student Information System to list your scheduled class meeting times.

Setting up Single Sign-on Credentials

In order to access your email through the Portal, you will need to set up your credentials (username and password). You should not have to do this again unless you change your password.

Setting up Email Credentials:

1.) Click on the "ENTER YOUR CREDENTIALS" link.

2.) Enter your username (firstname.lastname) in the first box and enter your password twice. (This is the password you use to log into the campus computers, APECS, and WebOutlook) Click OK.