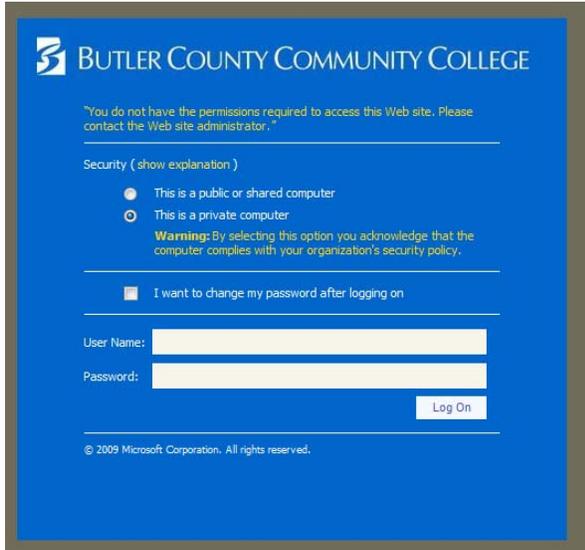


## Accessing the BC3 Portal

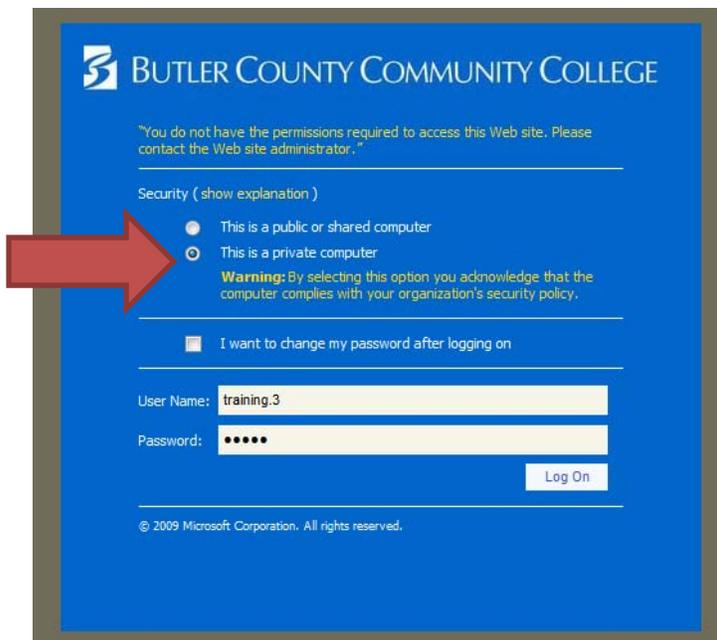
The new BC3 portal is the “one stop shop” for accessing your BC3 email, viewing course rosters, entering grades, and other functions.

## 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.

training 3

BUTLER COUNTY COMMUNITY COLLEGE

Search this site...

Employee Student Academics Student Services College Resources Employee Services Campus Safety Directories

Butler County Community College Portal > Employee

**Applications** BlackBoard

Colleague UI  
Apecs

**Portal Services** My Team Sites

Faculty Information  
Advisor Information

**Announcements**

No announcements found.

Sign up and receive emails for new announcements:  
Employee Only Campus Wide

**BC3 News** BC3 Events

Butler County Community College : PitchEngine RSS Feed  
BC3 students named to 2012 All-Pennsylvania Academic Team  
BC3 professor presents at the International Boating & Water Safety Summit  
Community colleges make their case for increased state funding  
Butler County & Marcellus Shale  
BC3 purchases 6.15 acres on Old Plank Road

You have 82 unread messages.

**My Calendar** My To Do

Error retrieving data from Colleague

Today's Date: Friday, April 27, 2012

April 2012						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Friday, April 27  
No events

Saturday, April 28  
No events

Sunday, April 29  
No events

f t w fr You Tube rss

## 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.

The screenshot shows the Butler County Community College Employee Portal. The header includes the college logo and name, a search bar, and navigation tabs for Employee, Student, Academics, Student Services, College Resources, Employee Services, Campus Safety, and Directories. The main content area is titled "Butler County Community College Portal > Employee". It features several sections: "Applications" with "BlackBoard" and "Colleague UI" links; "Announcements" with a "No announcements found." message; "Portal Services" with a "WebAdvisor session expired" message; "BC3 News" and "BC3 Events" with a list of news items; and "My Calendar" and "My To Do" sections. A red circle highlights an error message: "SSO credentials for user '0#w\bc3campustraining.4' could not be found in application 'Exchange Email'. Enter your credentials." Below the error message is a calendar for April 2012, with the 27th highlighted.

- 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.

The screenshot shows the Butler County Community College Employee Portal with the credential entry form. The header is the same as the previous screenshot. The main content area is titled "Butler County Community College Portal" and contains a form with the following fields: "Name" (Value: training.3), "Windows User Name" (Value: training.3), "Windows Password" (masked with dots), and "Confirm Windows Password" (masked with dots). There are "OK" and "Cancel" buttons at the bottom of the form. A sidebar on the left contains navigation links for Employee, Search Center, Student, Academics, College Catalog, Credit Schedule - Fall, Credit Schedule - Summer, and Special Application Programs.