

## How To Create Your Student Portal Login

Support Contacts  
[Helpdesk@bbc.edu](mailto:Helpdesk@bbc.edu), 570.585.9259  
[Registrar@bbc.edu](mailto:Registrar@bbc.edu), 570.585.9216

1. Go to <https://portal.bbc.edu> and click the *Student Portal Homepage* Link. From here you can also...
  - a. Login to the Student Portal
  - b. Receive help with a forgotten Portal password
2. Click the *Create a New Account* Link
3. In *New Account Creation* enter the required information
4. *Email Address Verification* will show the email we have for you
  - a. If it is correct Click *Yes* and continue on
  - b. If it is not correct Click *No* and follow the on screen directions
5. *Login Information* – username & password creation
  - a. Create a username, this is for portal only
  - b. Portal contains confidential information about you. Please create a secure password!!!
  - c. To create a secure password visit <http://tinyurl.com/BBCS1000>
6. For *Authentication for portal access* check your email (see step 4) for an email from the BBC Portal
7. Click the link in the email to activate your account or paste the URL into the address bar of your internet browser (remove any spaces).
8. Click OK and login

**1**

Launch the Campus Portals

Student Portal Homepage  
Student Login Here

Faculty Portal Homepage  
Faculty Login Here

**2**

Login

Required Field\*

Please Login

Username\*

Password\*

Create a New Account

Forgot your password?

**3**

New Account Creation

Required Field\*

Please enter the following information to create your account.

Social Security #  000-00-0000

Student ID

First Name\*

Last Name\*

City of Birth? (Security Question)\*

Favorite Bible Book? (Security Question)\*

Back Next

**4**

Email Address Verification

We found an email address on file for you:  
 [redacted]@gmail.com Is this address still valid?

Yes No

**5**

Login Information

Required Field\*

Login Information

IMPORTANT INFORMATION ~ PLEASE READ

- Your student record was successfully located.
- Please create a username and password.
- This information is **ONLY** usable in the Portal.

Username\*

Password\*

Confirm Password\*

Submit

**6**

Authentication for portal access helpdesk@bbc.edu

Dear John Smith

Please click on the link below to authenticate your account and to gain access to the Student Portal.

<http://portal.bbc.edu/Login/CreateLogin.aspx?AuthCode=>

If the system is unable to authenticate your account, please try again at a later time or contact the Registrar's Office at 1.570.585.9217 or [Registrar@bbc.edu](mailto:Registrar@bbc.edu)