**BROWARD COLLEGE**℠

| NEW BC One Access Instructions |
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**These directions are for students who have already applied to BC before February 18, 2019.**

Broward College CAN and we did! We enhanced our BC One Access to secure your BC Accounts with Multi Factor Authentication (MFA). MFA prevents anyone but you from accessing your account, even if they know your password. This process will help you set up your account with this added layer of security.

Access to myBC, D2L, email and Office 365 will be through Broward College One Access. To log-in, you must do so by using your *BC email* and *password*.

Below are the steps needed to access your BC Institutional Email before February 18, 2019.

1. Go to www.broward.edu
2. Click on the *Login* button on top right corner of page
3. Click on *myBC* option on drop-down menu
4. Enter your *Student ID* and *Password*
5. Click and Review all Policies and Requests (if page prompts you to). Once done, your Homepage will appear
6. Under the "My Details" box, your Institutional Email will appear – save/memorize BC email.

After February 18, 2019, you will not be able to log into your myBC account using your BC Student ID #. You will need your BC email.

If you need access to your BC Email after February 18ᵗʰ, you will need to visit the website http://ican.broward.edu or call the BC Helpdesk at 954-201-7521.

**For those students who apply to BC on or after February 18, 2019, you will obtain your BC email on the confirmation page when you submit your application online. It will no longer list your BC Student ID #.**

**How to access your BC ID # (must be listed on DE Recommendation Form):**

1. Login to your BC One Access account.
2. Obtain your BC ID # from your myBC.
3. Once you are in your myBC, the BC ID # will be listed under the "My Details" box.