

“How To” Guide for Dual Enrollment and Early Admission Students

How to Log into your BC Account:

- 1) Go to www.broward.edu
- 2) Click on “Login” at the top right of the website and then on “myBC”
- 3) Type in your “student ID” number and “Pin” number
- 4) Click “LOGIN”
- 5) You will be brought to the “Quick Links” Menu
(The first time you may have to answer some survey questions)

How to Search for Classes on the BC Home Page:

- 1) Go to www.broward.edu
 - 2) Click on “Chose Your Courses” move cursor down on of the website
 - 3) Type in the course ID number (ex. ENC1101) under “Search for Open Courses by Course ID”
 - 4) Select the term and campus and click “Search”
- *** If you find a class that you would like to register for, you can click on “Add to Cart” and follow the directions for registration.

How to Get your Registration Date:

- 1) Log into your “myBC” account
- 2) Click on “Registration”
- 3) Click on “Registration Date”
- 4) The date listed is the earliest date you can register for classes.

How to use your BC Email account:

- 1) Log into your “myBC” account
- 2) Click on “Email & More”
****If you need to get your email address, login ID and password, click on “Personal” in the blue menu bar.

How to Get Free Online Tutoring:

- 1) Log into your “myBC” account
- 2) Click on “Brainfuse.com” under the Quick Links Menu
- 3) Select the course in which you would like to receive help
- 4) Click “Go to BRAINFUSE”

How to Access BC Online/D2L:

- 1) Log into your “myBC” account
- 2) Under the “Quick Links” section, click on “BOnline/D2L”
- 3) You will need to sign in using:
 - a) **User Name** – this is your BC email user name in *lowercase*
 - b) **Password** – this is your “myBC” pin number

How to Check Different Majors, Careers, & Salary Info.:

- 1) Go to “www.broward.edu”
- 2) Scroll on “**Student Resources**”
- 3) Click on “**Career Center Network**”
- 4) Click on “**Career Exploration**”
- 5) Use **Career Coach** or **FOCUS**

How to Access Program Maps:

- 1) Go to “www.broward.edu”
- 2) Hover your cursor over “**Academics & Programs**”
- 3) Click on “**Programs and Degrees**”
- 4) Click on your desired “**Career Path**”
- 5) Scroll down and click on the “**Program Map**” for your Career Path

How to Request your Official Transcripts:

- 1) Log into your “myBC” account
- 2) Click on “**BC Transcripts**” under the Quick Links Menu
- 3) Click on “**Transcript Request**”
- 4) Choose “**Click Here**” and choose “**Begin Order**” write year attended from and to and click “**Next**”
- 5) Choose, How you want to send it (pick up or mail/electronic) select when to release and reason for release.

If you choose pick up, write the person’s name authorized to pick up transcript.

If mailing or sending electronically, follow steps 6- 10

- 6) Select who you are sending the transcript and choose Credit then click “**Next**”
- 7) Specify who you want to send the transcript, click “**Next**”
- 8) Verify information and click “**Next**”
- 9) Choose shipping method then click “**Next**”
- 10) Continue and click “**Continue to Order Summary**”
- 11) Verify information again and go to payment click “**Next**”
- 12) Select “**Payment type**” and “**Pay transcript**”. Write whether you would like it send transcript to you or to another College/University
- 13) Select when you would like the transcripts to be sent
- 14) Click “**Submit my order**”.

**Note – Transcripts are \$5.00 and must be paid before transcript will be sent.*