# Getting Your New Student BCCC Gmail Account

## Instructions

Go to the BCCC homepage: [http://www.bccc.edu](http://www.bccc.edu).

Click **Student Portal**

Click the **Student Schedule/Bill Inquiry** link

In the **Student ID** box, type in your Social Security Number (no spaces or dashes). In the **PIN** box, type in the 2 digits for the month you were born, and the last 2 digits of the year you were born. (MMYY)

After logging on, a message appears below your name. Write down your:

- new **BCCC e-mail address**
- **network username** which is your first name initial, your last name and a 4-digit number
- **temporary password** which is the 4-digit number followed by your 8-digit birthday (YYYYMMDD format).

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**Welcome Alice D. Hall**

You are now logged into Baltimore City Community College’s Student Portal.

You can access your email directly from the BCCC home page. Click on the “Email (Student)” link on the right side of the BCCC home page. Also, you can access email directly through [http://student.bccc.edu/mail](http://student.bccc.edu/mail). Enter your email address; you will be prompted to change your password the first time you log on.

- Your BCCC e-mail address is: **shall0608@student.bccc.edu**
- Your BCCC network user name is: **shall0608**

The temporary password will be the random four digit number (0608) followed by your eight digit birthdate in the format of YYYYMMDD.

Example: if you were born on May 1, 1982, your default BCCC network password would be **060819820501**

For password resets, contact or visit the BCCC Liberty Campus Student Open Lab, Main Building, Room 53A at 410-462-7411. Photo ID required. Please call first to verify office hours.
Log out of the Student Portal.

Go to [www.gmail.com](http://www.gmail.com)
- Type in your email address
- Type in your password
- Uncheck Stay signed in
- Click Sign in.

Review the terms of agreement
At the bottom of the page type in the letters that appear
Click the I accept. Continue to my account button

In the first box type in your Current Temporary Password
In the next 2 boxes, type in the password you wish to use.
Click the Submit button

Your **BCCC Gmail page** will now load. This may take a few minutes.

For **security reasons**, shred or destroy your temporary password and keep your permanent username and password in a safe location.