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BCC RESOURCES

Your **Bronco ID and password** is used to access your **BCC Email, OSSES, Windows Login, PC Login, Network Login, Pharos Pay-for-Print, Wireless Network (Wi-Fi), ePortfolio and BCC Calendar.**

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CUNYfirst

What is CUNYfirst?

CUNYfirst – which stands for **Fully Integrated Resources and Services Tool** – is a suite of software that has replaced many of our aging computer systems in the areas of Student Administration, Finance and Human Resources. The ongoing implementation of all CUNYfirst applications involves a multi-year process with CUNY colleges being brought online several institutions at a time. The new software continues to play a key role in helping the University realize its goal of an integrated CUNY.

The CUNYfirst URL is: <https://home.cunyfirst.cuny.edu>

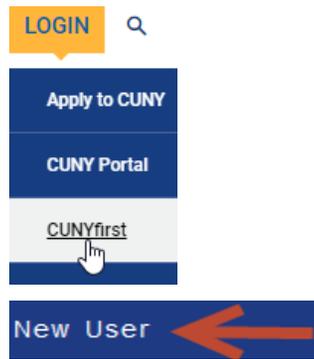
For additional instructions on how to:

Add Classes, Browse Course Catalog, Make an On-Line Payment, and others, please go to the link below.

<http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html>

How to Activate/Claim your CUNYfirst Account (First-time User)

1. Go to: www.cuny.edu
 - a. **Hover** the mouse over the **LOGIN** button then choose CUNYfirst



- b. Click on **New User**

2. On the **Account Activation** page, please enter your **First-Name, Last-Name, Date of Birth** (with the dashes), **Social Security Number**, (last four digits), click on I'm not a robot, and click **OK**

A screenshot of the 'Account Activation' form. It contains several input fields: 'First Name', 'Last Name', 'Date of Birth (MM-DD-YYYY)', and 'Last 4 digits of Social Security or CUNY-assigned ID Number'. There are checkboxes for 'Display Date of Birth' and 'Display last 4 digits'. At the bottom, there is an 'I'm not a robot' checkbox with a reCAPTCHA logo. A blue 'Continue' button is at the bottom right, with a red arrow pointing to it from the right.

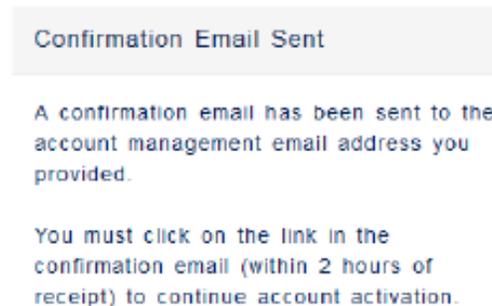
3. Review email address
 - a. Click **Continue** if this is a valid email address

OR

 - b. Enter and confirm a new email address for receipt of the validation link and click on **Continue**

A screenshot of the email address review form. It has three sections: 'Current Account Management Email Address' (with the value 'Studious.Student@yahoo.com'), 'New Email Address' (with an empty input field), and 'Confirm New Email Address' (with an empty input field). At the bottom, there are two blue buttons: 'Logoff' on the left and 'Continue' on the right. A red arrow points to the 'Continue' button from the left.

4. The Email Sent page appears confirming that a validation link has been sent to the indicated email address



5. Navigate to your **Inbox**. Open the email 'CUNY Login Account Activation...' Click the **link**

You are receiving this email with the request to confirm your CUNY Login account. Within the next 2 hours, confirm your CUNY Login account management email address at https://managelogin.cuny.edu/OIMSelfService/acctActivat?loginID=STUDIOUS_ST. Do not reply to this message. It is an automated notification, and replies to it will be ignored.

6. At the Create a Password page:
 - a. Enter **Password**
 - b. Confirm **Password**
 - c. Click on **Continue**

Must Contain
At least 8 characters
1 number or symbol
1 uppercase letter
1 lowercase letter

Enter Password

Confirm Password

Continue

7. At the Add a Mobile member page:
 - a. Enter a **Phone Number**
 - b. Confirm the **Phone Number**
 - c. Click on **Continue**

Country Code (for non-US numbers)

Phone Number **Do not include dashes**

Confirm Country Code (for non-US numbers)

Confirm Phone Number

Continue

8. Select and answer five challenge questions and click on **Continue**

Question 1

In what city was your mother born?

Answer

Gotham

Question 2

What is your favorite food?

9. The User Activation Completed Successfully message appears stating that a confirmation has been sent via email

Account Activation Successful

A confirmation email has been sent to your account management email address.
Your CUNY Login username is:
Studios.Student11@login.cuny.edu

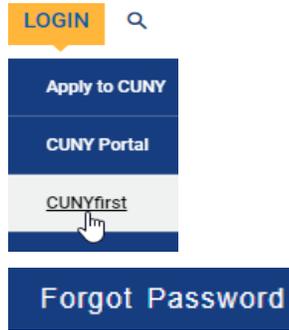
Your EMPLID is: 44332211

Please write this information down and store in a secure place.

Record **CUNY Login**
Record **CUNY EMPLID**

How to Reset Your CUNY Login Account Password

1. Go to: www.cuny.edu
 - c. **Hover** the mouse over the **login** button then choose CUNYfirst



- d. Click on the **Forgot Password** link.

2. Enter your CUNY Login Name **or** your eight-digit EMPID and click **Continue**.

3. On the **Answer to Challenge Questions** page,
 - a. Provide your answer to the challenge questions and click on **Continue**.

OR

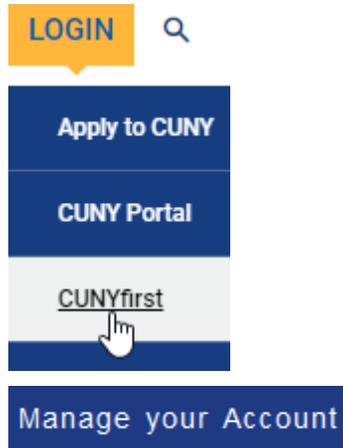
- b. Click on **I am unable to remember my answers** link if you do not remember the answers to the challenges questions.

4. At the **Create a New Password** page:
 - a. Enter a **New Password**
 - b. Confirm the **New Password**
 - c. Click on **Continue**.

6. When the process is completed, the **Your Password Has Been Changed Successfully** message will appear and a confirmation email will be sent to your email address.

How to Change Your CUNY Login Account Password

1. Go to: www.cuny.edu
 - a. **Hover** the mouse over the **LOGIN** button then choose CUNYfirst



- b. Click on **Manage your Account** link.

2. Enter your CUNY Login credentials and click the **Log in** button



3. Click the **Change Password** link



4. At the Change Password page:
 - a. Enter your **Current Password**
 - b. Enter your **New Password**
 - c. Confirm your **New Password**
 - d. Click on **Continue**

Change Password

Provide the information in the fields that follow to change your password.
[View CUNY Login Password Policy](#)

All fields are required.

Current Password

.....

New Password

.....

Confirm New Password

.....|

Logoff **Continue**

5. The Change Password...Change Successful message appears stating that a confirmation has been sent via email

Change Password Change Successful

A confirmation email has been sent to your email address.

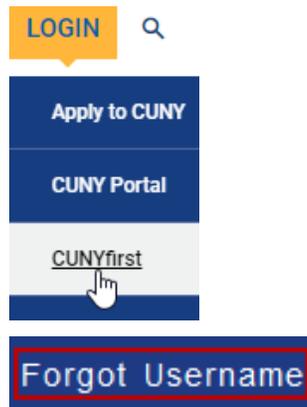
Your CUNY Login is:
Studios.Student11@login.cuny.edu

Your EMPLID is: 44332211

Logoff **Menu**

How to Retrieve your CUNY Login Username

1. Go to: www.cuny.edu
 - a. **Hover** the mouse over the **LOGIN** button then choose CUNYfirst
 - b. Click on **Forgot Username**



2. On the **Account Activation** page, please enter your **First-Name, Last-Name, Date of Birth** (with the dashes), **Social Security Number**, (last four digits), click on **I'm not a robot** and click **Continue**

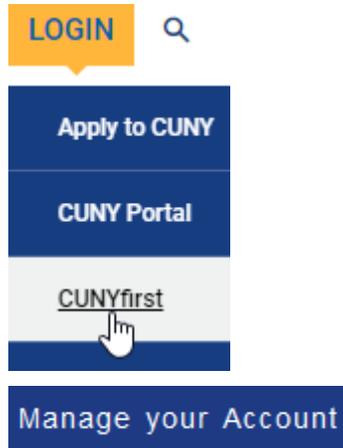
A screenshot of the CUNY Account Activation form. The form has several input fields: 'First Name', 'Last Name', 'Date of Birth (MM-DD-YYYY)', and 'Last 4 digits of Social Security or CUNY-assigned ID Number'. There are checkboxes for 'Display Date of Birth' and 'Display last 4 digits'. At the bottom, there is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A blue 'Continue' button is at the bottom left, with a red arrow pointing to it from the right.

3. The CUNY Login Account Information page displays with your username



How to Change Your CUNY Login Account Email Address

1. Go to: www.cuny.edu
 - a. **Hover** the mouse over the **LOGIN** button then choose CUNYfirst



- b. Click on **Manage your Account** link

2. Enter your CUNY Login credentials and click the **Log in** button

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

A screenshot of the CUNY Login login form. It features two input fields: 'Username' with the text 'studious.student11@login.cuny.edu' and 'Password' with masked characters. Below the fields is a dark blue 'Log in' button, which is highlighted with a red rectangular border.

3. Click the **Change Email Address** link

CUNY Login

Account Self-Service

A screenshot of the CUNY Login 'Self-Service Menu'. The user is identified as 'Chandra Cherry'. The menu includes options: 'Change Password', 'Change Security Questions', 'Change Email Address', and 'Change Mobile Phone Number'. The 'Change Email Address' option is highlighted with a red rectangular border. A 'Logoff' button is located at the bottom of the menu.

4. At the Change Email page:
 - a. Enter your **New Email Address**
 - b. Confirm your **New Password**
 - c. Click on **Continue**

Change Account Management Email Address

To change your account management email address, complete both New Email Address fields.
While you must have an account management email address, it does not have to be your assigned CUNY email address.
All fields are required.

Current Account Management Email Address

Studios.Student@oldcampus.cuny.edu

New Email Address

studious.student@newcampus.cuny.edu

Confirm New Email Address

studious.student@newcampus.cuny.edu

[Logoff](#) [Continue](#)

5. The Change Account Management email Address Change Successful message appears stating that a confirmation has been sent via email

Change Account Management Email Address Change Submitted Successfully

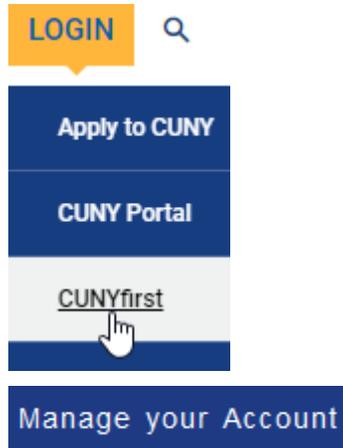
A change confirmation email with an activation link has been sent to your new account management email address.

You must click on the activation link in the change confirmation email to complete the account management email address change.

[Logoff](#) [Menu](#)

How to Change Your CUNY Login Account Phone Number

1. Go to: www.cuny.edu
 - a. **Hover** the mouse over the **LOGIN** button then choose CUNYfirst



- b. Click on **Manage your Account** link

2. Enter your CUNY Login credentials and click the **Log in** button

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

A screenshot of the CUNY Login form. It features two input fields: 'Username' with the text 'studious.student11@login.cuny.edu' and 'Password' with masked characters. Below the fields is a dark blue 'Log in' button, which is highlighted with a red rectangular border.

3. Click the **Change Mobile Phone Number** link

A screenshot of the 'Self-Service Menu' page. The title 'Self-Service Menu' is at the top. Below it is a paragraph: 'Update your CUNY Login account by selecting one of the menu options that follow.' A bulleted list contains four items: 'Change Password', 'Change Security Questions', 'Change Email Address', and 'Change Mobile Phone Number'. The last item is highlighted with a red rectangular border. At the bottom left, there is a 'Logoff' button.

4. At the Change Mobile Number page:
 - a. Enter your **New Phone Number**
 - b. Confirm the **New Phone Number**
 - c. Click on **Continue**

The screenshot shows a web form for changing a mobile phone number. It includes the following fields and elements:

- Current Mobile Phone Number:** A text box containing the number 3475554040.
- New Country Code (for non-US numbers):** An empty text box.
- New Phone Number:** A text box containing the number 3475551212. To its right is a callout box with the text "Do not include dashes".
- Confirm New Country Code:** An empty text box.
- Confirm New Phone Number:** A text box containing the number 3475551212.
- Logoff:** A button located at the bottom left.
- Continue:** A button located at the bottom right, highlighted with a red border.

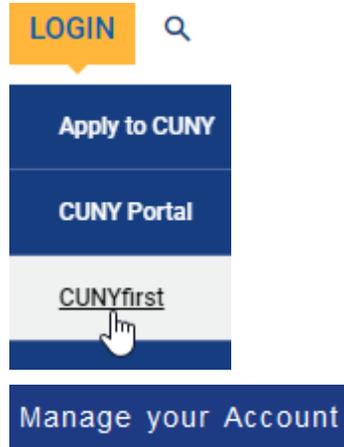
5. The Change Mobile Phone Number Change Successful message appears stating that a confirmation has been sent via email

The screenshot shows a success message box with the following content:

- Change Account Management Mobile Phone Number Change Submitted Successfully**
- A change confirmation email has been sent to your account management email address.
- Logoff:** A button located at the bottom left.
- Menu:** A button located at the bottom right.

How to Change Your CUNY Login Account Security Questions

1. Go to: www.cuny.edu
 - a. **Hover** the mouse over the **LOGIN** button then choose CUNYfirst



- b. Click on **Manage your Account** link.

2. Enter your CUNY Login credentials and click the **Log in** button

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

A screenshot of the CUNY Login form. It has two input fields: 'Username' with the text 'studious.student11@login.cuny.edu' and 'Password' with a masked password of 12 dots. Below the fields is a dark blue 'Log in' button, which is highlighted with a red rectangular box.

3. Click the **Change Security Questions** link

A screenshot of the 'Self-Service Menu' page. The title is 'Self-Service Menu'. Below the title is the text: 'Update your CUNY Login account by selecting one of the menu options that follow.' There is a list of four options: 'Change Password', 'Change Security Questions', 'Change Email Address', and 'Change Mobile Phone Number'. The 'Change Security Questions' option is highlighted with a red rectangular box. At the bottom left is a dark blue 'Logoff' button, and at the bottom right is a white search input field.

4. At the Change Challenge questions:
 - a. Select desired question
 - b. Enter the answer
 - c. Repeat until all 5 fields have been completed
 - d. Click on **Continue**

Change Security Questions and Answers

Select and answer 5 security questions in the fields that follow.

Please note:

- Five questions and answers are required
- Answers are not case sensitive

All fields are required.

Question 1

Who was your first employer?

Answer

Mickey Dees

Question 2

In what city was your father born?

Answer

Atlantis

Question 4

What is your paternal grandfather's first name?

Answer

Ra's

Question 5

What is your favorite book?

Answer

The Dark Knight

5. The Change Security Questions Change Successful message appears stating that a confirmation has been sent via email

Change Security Questions Change Successful

A confirmation email has been sent to your account management email address.

CUNY Financial Aid Supplement

Filling out your Financial Aid Supplement:

1. Please visit

<https://home.cunyfirst.cuny.edu>

2. At the login page, enter your **Credentials**, then click on the button to the right to **Sign on**

CUNYfirst LOG-IN



Username:

Password:

3. Click on **Self Service** than click on **Student Center**



Self Service

Student Center

HR / Campus Solutions

firstSolutions Knowledge Base

Main Menu >

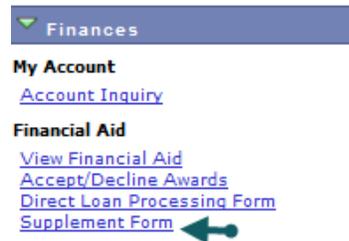
Self Service

Navigate to your self service information

Student Center

Use the student center to manage s

4. Under **Finances** click on **Supplement Form**



Finances

My Account

[Account Inquiry](#)

Financial Aid

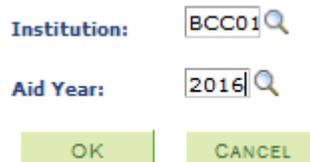
[View Financial Aid](#)

[Accept/Decline Awards](#)

[Direct Loan Processing Form](#)

[Supplement Form](#)

5. Enter **BCC01** under **Institution** and **Current Year** under **Aid Year** and click **OK**



Institution:

Aid Year:

6. Answer the **questions** on the page and then click on **Submit**.

A. APTS INFORMATION

1. Were you claimed or eligible to be claimed as a dependent on your Parents' NYS or Federal Tax Return in 2009?... Yes No
2. Does your employer reimburse you for tuition expenses?..... Yes No
3. If yes, enter reimbursed amount

B. CUNY INFORMATION

4. For how many dependents will you, the student, pay child/elder care expenses in 2010 - 2011?.....
5. Are you interested in participating in Summer 2010 Federal Work Study (FWS)?..... Yes No
6. Did you graduate from a US high school?..... Yes No

CUNY Financial Aid Supplement

You have filed a CUNY Financial Aid Supplement. If you need to make any changes, please contact the Financial Aid Office.

Once you click on Submit, the information on your Application Status will state that you have filed your CUNY Financial Aid Supplement.

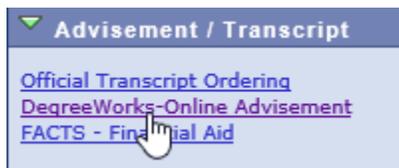
Student Advisement Degree Audit (DegreeWorks)

DegreeWorks is a web-based program that enables you to easily track your academic progress. You will be able to see how specific College requirements have been met and what courses you can take to fulfill the requirements which are remaining. With the click of a tab (the 'What If' feature), you will also be able to see how your academic requirements might change if you were to change your major.

How to access DegreeWorks

Users will access DegreeWorks using one of the following methods:

1. Users can **access** DegreeWorks using the DegreeWorks link in the CUNYfirst **Student Center**



OR

2. Go to: www.cuny.edu
 - a) **Hover** the mouse over the **LOGIN** button then choose CUNYfirst



- b) Log-in using your **CUNYfirst username** followed by **@login.cuny.edu** and your **CUNYfirst password**

Navigating Within DegreeWorks

The **What if** function maps your transcript onto any curriculum at BCC



The **Planner** function displays an academic planner that can be used to plan student's courses and schedules



- If you never logged in to CUNYFirst, you can claim your account [here](#) or visit: home.cunyfirst.cuny.edu - click on **New User**

If you forgot your CUNYFirst username or password click [here](#) or visit: home.cunyfirst.cuny.edu - click on **Forgot your Password**

Self-Service Account Management (SSAM)

How To Claim Your Bronco ID

New Students, Faculty, Staff - Claim your Bronco Identity, register your challenge questions and set your password

Your **Bronco ID** and **password** is used to access your **BCC Email, OSSES, Computer Login, Network Login, Pharos Pay-for-Print, Wireless Network (Wi-Fi), ePortfolio, Starfish, Library Resources and BCC Calendar.**

6. Go to www.bcc.cuny.edu
 - a) Click on **STUDENTS**
 - b) Click on **Students Services**
 - c) Click on **Technology Service Center**



7. Under Important Links & Resources, Click on **Claim Your Bronco ID**

Claim your Bronco ID

8. **Enter the required information** and click the **Next** button

Claim Your Bronco Identity

Please provide the required information in the following fields to claim your Bronco account.

** Denotes required field.*

*First Name:

First Name

*Last Name:

Last Name

*DOB: (MM/YYYY)

•••••

*CUNYfirst ID: (8 digit CUNYfirst EMPLID)

8-Digit CUNYfirst ID (EMPLID)

Forgot your CUNYfirst ID? [Click here](#) to login to your CUNYfirst account to obtain it.

Next

9. **Provide Answers** to the (5) challenge questions and click the **Next** button

Register Your Challenge Questions

- . Answers are case sensitive
- . Duplicate answers are not allowed
- . Answers must contain 4 or more characters

Question 1: What is your favorite color?

Answer*:

Black

Question 2: What is your city of birth?

Answer*:

Queens

Question 3: What is your favorite movie?

Answer*:

A Beautiful Mind

Question 4: What was the name of the first school you attended?

Answer*:

PS888

Question 5: What is your favorite food?

Answer*:

Sushi

Next

Cancel

10.

- Enter** and **confirm** your new password.
- Read** the CUNY Policy on Acceptable Use of Computer Resources by **scrolling down**
- Check** that you have read, understand and agree to the terms and conditions.

Click the **Next** button

Create a New Password

Enter a new password:

••••••••

Re-enter the password:

•••••••• 

Password Requirements

*Password cannot be the same as any of the 4 previous passwords used

*Must be at least 8 characters long

*Must contain at least 3 of the following 4 categories:

1. at least one uppercase letter (A-Z)
2. at least one lowercase letter (a-z)
3. at least one digit (0-9)
4. at least one special character (~!@#\$\$%^&*_-+=\|00[]-'"<>.,?)

Please note that your Bronco Password expires every 180 days, but you can change it at any time.

information.

- c. CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

Approved by the Board of Trustees on January 29, 2007, Cal. No. 4.D., with amendments approved on June 25, 2012, Cal. No. 5.A. and June 29, 2015, Cal. No. 5.A.

By submitting this form, you acknowledge that you have read, understood and agree to the terms and conditions

Next

Cancel

Self-Service Account Management (SSAM)

How To Reset Your Forgotten Bronco ID Password

Use your challenge questions to reset your forgotten Bronco password (*you must know your Bronco ID or CUNYfirst ID and the answers to your Bronco challenge questions*)

1. Go to www.bcc.cuny.edu
 - a) Click on **STUDENTS**
 - b) Click on **Students Services**
 - c) Click on **Technology Service Center**



2. Click on Reset your Bronco ID Password

Reset your Bronco ID Password

3. Enter either your **Bronco ID**
(*fname.lname@bcc.cuny.edu*
or
fname.last@stu.bcc.cuny.edu)

- OR -

your **CUNYfirst ID** and click the **Next** button

Reset Forgotten Password

*** If this is your first time using this feature, you must claim your Bronco ID first. [Click here to claim your account](#)

Please provide the required information in the following fields to reset your forgotten password.

* Denotes required field.

Bronco ID: (*firstname.lastname@bcc.cuny.edu* or *firstname.lastname@stu.bcc.cuny.edu*)

OR

*CUNYfirst ID: (*8 digit CUNYfirst EMPLID*)

[Forgot your CUNYfirst ID? Click here to login to your CUNYfirst account to obtain it.](#)

Next

4. Provide Answers to your challenge questions and click the **Next** button

Verify Your Identity: Submit Your Answers

You must answer the following 3 questions.

What is your city of birth?

What is your favorite movie?

What was the name of the first school you attended?

Next

Cancel

5. Enter and confirm your new password and click the **Next** button

Create a New Password

Enter a new password:

Re-enter the password:

Password Requirements

*Password cannot be the same as any of the 4 previous passwords used

*Must be at least 8 characters long

*Must contain at least 3 of the following 4 categories:

1. at least one uppercase letter (A-Z)
2. at least one lowercase letter (a-z)
3. at least one digit (0-9)
4. at least one special character (~!@#\$%^&*_-+=\|00[]:~" '<>.-?/)

Please note that your Bronco Password expires every 180 days, but you can change it at any time.

Next

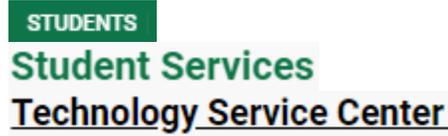
Cancel

Self-Service Account Management (SSAM)

How To Change Your Bronco ID Password

Change the password for your Bronco ID (*you must know your Bronco ID or CUNYfirst ID and your current Bronco password*)

1. Go to www.bcc.cuny.edu
 - d) Click on **STUDENTS**
 - e) Click on **Students Services**
 - f) Click on **Technology Service Center**



2. Click on **Change** your Bronco ID Password

Change your Bronco ID Password

3.
 - a. Enter either your **Bronco ID** (*fname.lname*)
 - **OR** -
 - b. your **CUNYfirst ID**
 - c. Enter your **current password**
 - d. Enter and confirm your **new password**
 - e. Click the **Submit Change** button

Password Change

***** If this is your first time using this feature, you must claim your Bronco ID first. Click here to claim your account**

Please provide the required information in the following fields to change your password.

**Denotes required field*

Bronco ID: *(firstname.lastname)*

OR
CUNYfirst ID: *(8 digit CUNYfirst EMPLID)*

*Current Password:

*New Password:

*Confirm New Password:

Password Requirements

*Password cannot be the same as any of the 4 previous passwords used
*Must be at least 8 characters long
*Must contain at least 3 of the following 4 categories:

1. at least one uppercase letter (A-Z)
2. at least one lowercase letter (a-z)
3. at least one digit (0-9)
4. at least one special character (~!@#\$\$%^&*_-+=~\|{}[];'"<>.,/?)

Please note that your Bronco Password expires every 180 days, but you can change it at any time.

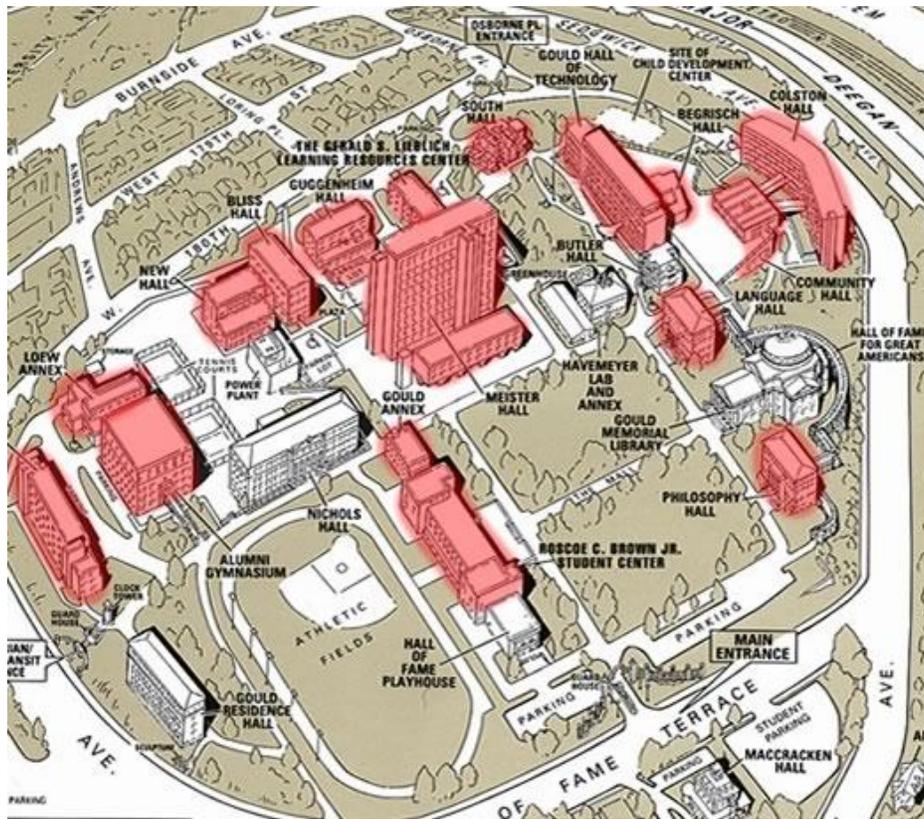
Submit Change

WIFI – Wireless Access

Mission Statement

The Bronx Community College wireless network is available for all BCC students, faculty and staff. The goal is to provide a functional wireless network to the college community. BCC-WNET is designed to expand services to users with laptops equipped for wireless networking. The wireless technology breaks the traditional limitations of network access via a physical cable and allows users to perform computing tasks from wireless enabled locations throughout campus. The mobility and flexibility of wireless networks allows for more efficient and productive work. Instructors will have the freedom to move about a classroom while still being able to manipulate the classroom computer via a wireless connection. Any student, faculty or staff member with a BCC network account is eligible to access the BCC-WNET. Students already exposed to mobile technology such as cell phones, laptops and tablets, will welcome the flexibility and mobility that wireless technology brings.

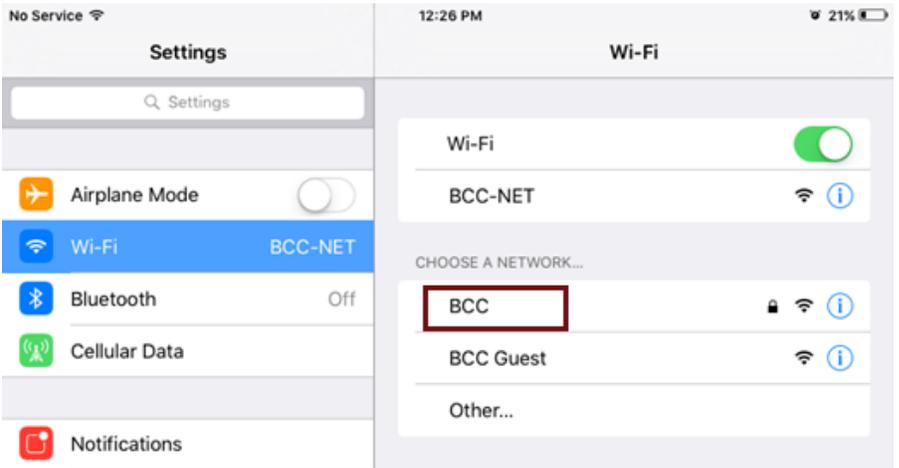
Wireless Coverage Map



How to Sign in to your BCC Campus Wireless

iPhone / iPad - SSID Configuration

Open the Wi-Fi settings tab and select the new BCC network

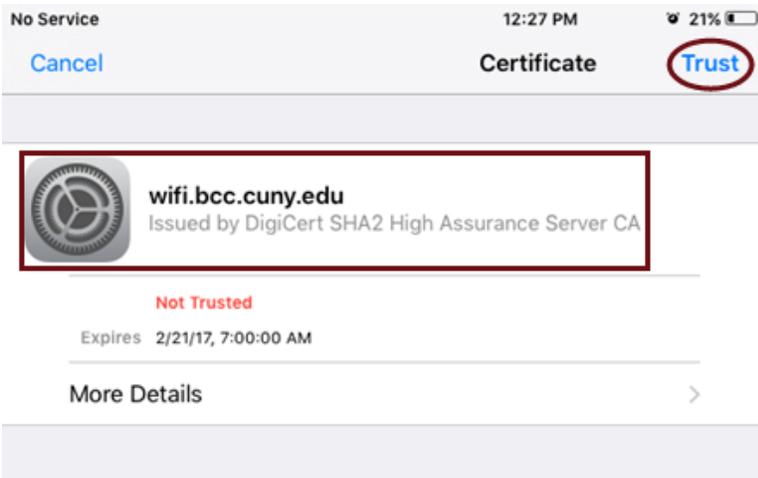


When prompted for credentials, enter your BCC Bronco credentials.



When prompted to trust the certificate, make sure it is the same as the one displayed on the right, and then click on **Trust**.

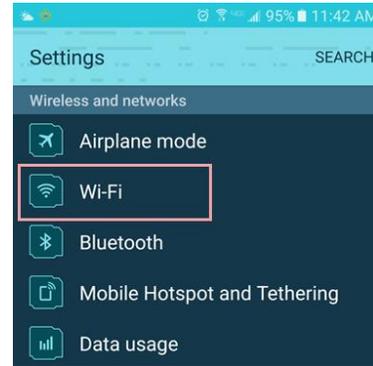
You can now connect to the BCC Secure SSID.



How to Sign in to your BCC Campus Wireless

Android – SSID Configuration

Open Android Settings and select the **Wi-Fi** settings option



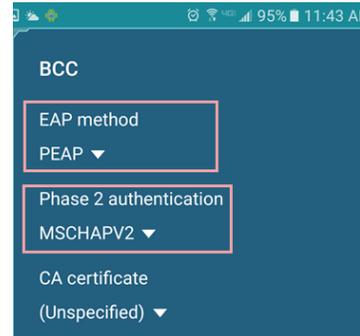
Select the new **BCC** SSID to configure the authentication settings.



Select the configuration settings:

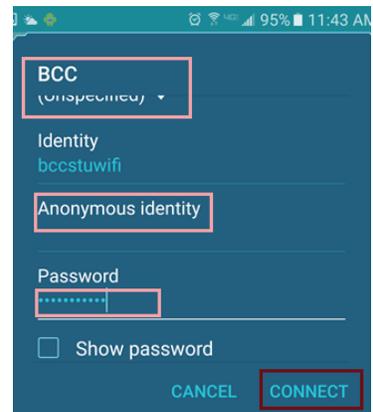
EAP method (PEAP)

Phase 2 authentication (MSCHAPV2)



Scroll down and input your **BCC Bronco username** and **password** into the identity and password fields. (Leave Anonymous Identity blank).

Click **CONNECT** when finished.



How to Sign in to your BCC Campus Wireless

Windows 7 – SSID Configuration

To connect, **select the wireless icon** in the system tray at the bottom right of the desktop. Select the **BCC SSID** and click **Connect**.



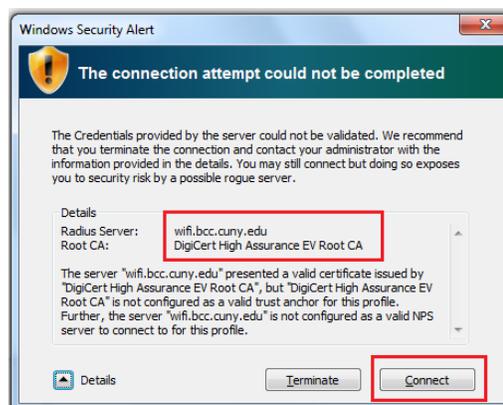
When prompted, **enter your BCC Bronco username and password**. Click **OK**.



Verify that the server you are connecting to is **"wifi.bcc.cuny.edu"** by showing certificate details, and then click **Connect**.



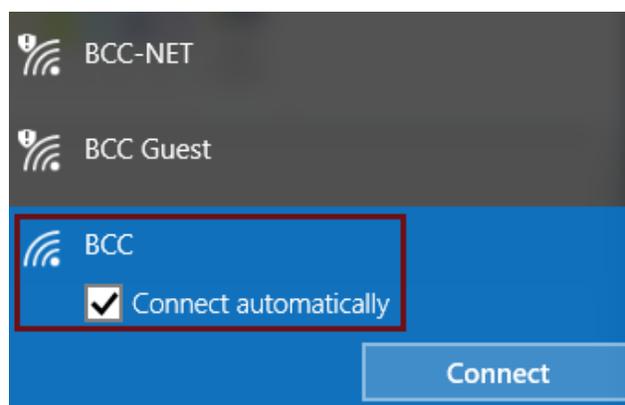
You will now be connected to the BCC SSID



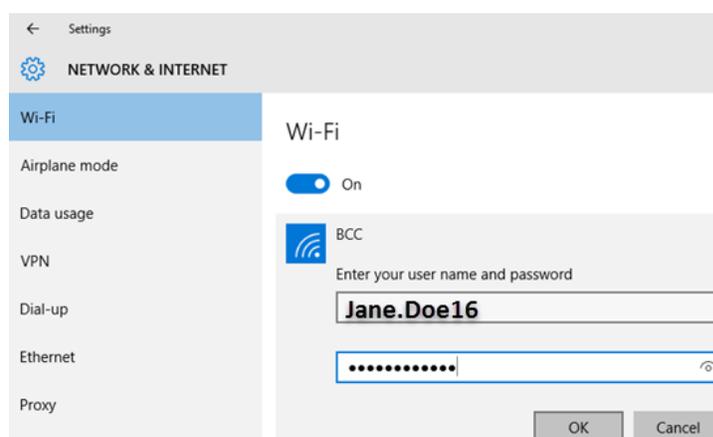
How to Sign in to your BCC Campus Wireless

Windows 10 – SSID Configuration

To connect, **select** the **wireless icon** in the system tray at the bottom right of the desktop. Select the **BCC SSID** and click **Connect**.

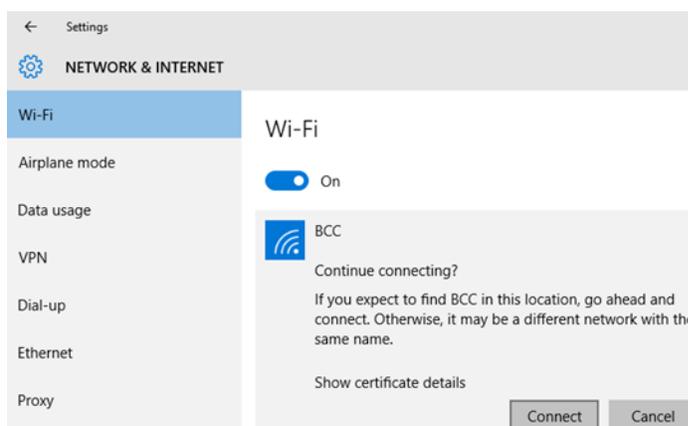


When prompted, **enter** your **BCC Bronco username** and **password**.



Verify that the server you are connecting to is **"wifi.bcc.cuny.edu"** by showing certificate details, and then click **Connect**.

You will now be connected to the BCC SSID



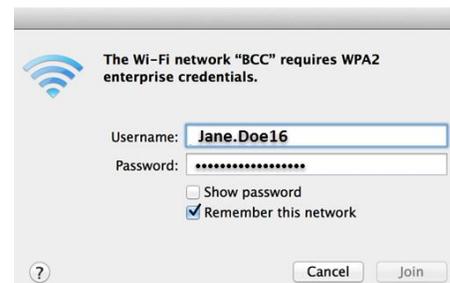
How to Sign in to your BCC Campus Wireless

Mac OS – SSID Configuration

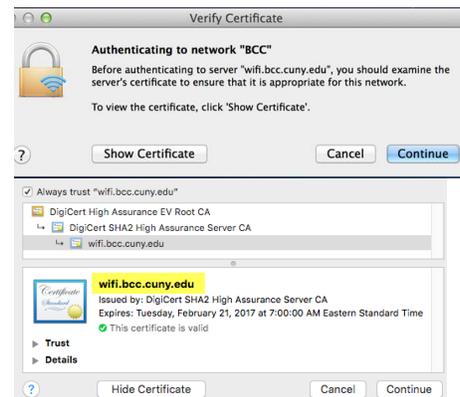
Click the **Wi-Fi icon** at the top of the screen and **select** the new **BCC SSID**.



When prompted, **enter** your **BCC Bronco username** and **password**.



When prompted to verify the certificate, make sure that the server name is "**wifi.bcc.cuny.edu**" and **click** on **Continue**.



You will then be prompted to **enter** your **BCC Bronco username** and **password** to make the necessary changes for the Certificate Trust Settings.

Once this has been completed, you can now connect to the BCC SSID.



Computer Log-in Access to All Academic Computing Labs

Academic Computing services for your needs. The Academic Computing staff welcomes all students, faculty and staff to make maximum use of our facilities. The mission of our computer labs is to provide academic computing services to meet your instructional and research needs. We serve experts as well as novices.

For additional information such as facilities locations and hours, please visit our website:

<http://www.bcc.cuny.edu/services/computer-labs>

Academic Computing Locations

Carl Polowczyk Hall 320	718-289-5417
Colston Hall 602/603	718-289-5733
Meister Hall 224/225	718-289-5424
Meister Hall 302	718-289-5492
Meister Hall 318	718-289-5500
Meister Hall 320	718-289-5376
Meister Hall G01/G02	718-289-5578
Meister Hall G16/G17	718-289-5592
New Hall 23	718-289-5005

STUDENT EMAIL (Microsoft Office 365)

1. Go to: www.bcc.cuny.edu

a. Click on **QUICK LINKS**

QUICK LINKS

b. Click on **Email – Students**

Email – Students

2. You will be re-directed to the Microsoft Office 365 Login page. The following information will be required.



Your login credentials will follow this format:

Username:

[firstname.lastname@stu.bcc.cuny.edu](#)

Password:

Same as your Bronco ID password



← john.doe@stu.bcc.cuny.edu

Enter password

.....

[Forgot my password](#)

Click on **Sign in**

Sign in

NOTE: If your Bronco ID password does not work for your email, you will need to reset your Bronco ID password.

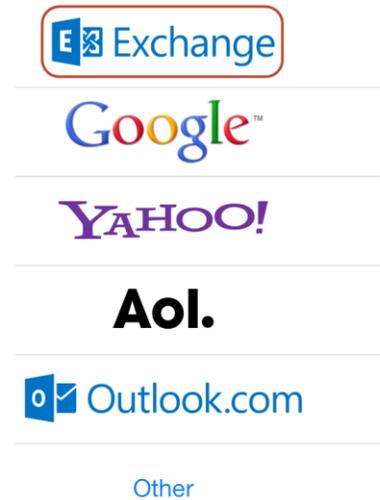
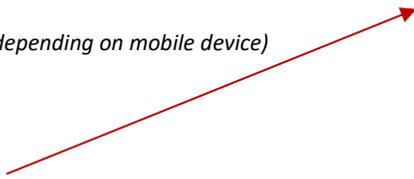
How to Set Up Your Student E-Mail on Mobile Devices

Before setting up your BCC Student email account on your mobile device, it is recommended that you [sign in](#) to your BCC email account and verify that your credentials are working properly.

The instructions below are global and apply to most popular mobile devices. *Please note that image(s) may vary depending on the mobile device and/or mobile device operating system.*

1. Go to your mobile device's **Settings**

- a. Select **Accounts** or **Mail** *(depending on mobile device)*
- b. Select **Add Account**
- c. Select **Exchange** or **Microsoft Exchange Active - Sync** *(depending on mobile device)*



2. **Enter your information:** *(depending on mobile device, you may not be required to input all the information below)*

Click **Next** or **Done** after every step.

- a. **Email** Enter your Bcc email address
[first name.last name@stu.bcc.cuny.edu]
- b. **Server** Enter **outlook.office365.com**
- c. **Domain** Enter **m.outlook.com**
- d. **Username** Enter your Bcc email address
[first name.last name@stu.bcc.cuny.edu]
- e. **Password** Enter your email account password
- f. **Description** Enter a descriptive name for the account, such as **BCC Email**
- g. **Use SSL** Must be set to **On**

Note: For Android devices, click on **OK** when asked about security administration.

Optional – you may set up your own sync options.

How to Download My Complimentary Copy of Microsoft Office

1. Go to: www.bcc.cuny.edu
 - a. Click on **QUICK LINKS**
 - b. Click on **Email – Students**

QUICK LINKS
Email – Students

2. You will be re-directed to the Microsoft Office 365 Sign in page. The following information will be required



Your login credentials will follow this format:

Username: **firstname.lastname@stu.bcc.cuny.edu**

Password:
Same as your Bronco ID password



← john.doe@stu.bcc.cuny.edu

Enter password

.....

[Forgot my password](#)

Sign in

- NOTE:** If your Bronco ID password does not work for your email, you will need to reset your Bronco ID password

3. Click on Install Office icon in the right top corner

Install Office ▾

4. Select **Install software** in the drop-down menu

Install software
↓ Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

5. Under the **Settings**
 - a. Check that your language preference is set to English (United States)
 - b. Click on **Software**

Language and time zone
Choose your language, time zone, and date and time format.
English (United States)

Software ←
Install software.

6. Click on the **Set up** button

Set up



CUNY PORTAL

The CUNY portal is a gateway to all things CUNY: college websites, information about applying to CUNY, discounts at the eMall, campus directories, etc. The CUNY portal makes it easier and faster to find what you need.

- ❖ **Application for Admission** – Apply to a CUNY college.
- ❖ **CUNY eMall** – CUNY students can take advantage of CUNY eMall discounts on computers, software, office supplies, and clothing, just to name a few.
- ❖ **ePermit** – The online permit process for taking courses at other CUNY Colleges.

How to Claim Your CUNY Portal Account

1. Go to www.cuny.edu

2. In the right top corner, click on **Log In**, and then click on **CUNY PORTAL**



3. Click on **Register for a New Account**

[Register for a New Account](#) :

4. Click on **Current Student**

[Current Student](#) I am currently enrolled as a student at a CUNY college.

5. On the **User Validation** page, please enter your **Last Name**, **Social Security Number** and your **Date of Birth**. Click **Next**

First Name:

Last Name:

Social Security Number: - -

Date of Birth: mm dd 19 yy

6. Click **Confirm**

7. Choose a **Username** and **Password** and click **Save**

CUNY Portal Registration

Choose a Username

Please enter a new username or use the suggestion below. Username should only consist of the characters: A-Z, a-z, 0-9, underscore, dash, apostrophe, period, comma, or @ symbol.

* Username

Choose a Password and Mail Address

Please choose a password that is at least 6 characters long. Be sure to enter your correct e-Mail address in the box below.

* Password

* Password Confirmation

* Email

Home Street
Home City
Home State
Home Zip Code 000000000
Home Country US

**** IMPORTANT ****

Prior to clicking the save button below, please take a moment to record your username, password, and email. Please keep this information in a safe place.

8. You can now log on to the CUNY Portal using the **Username** and **Password** you just created.

Username:

Password:

How to Reset Your CUNY Portal Account Password

1. Go to www.cuny.edu

2. In the right top corner, click on **Log In**, and then click on **CUNY PORTAL**



3. Click on **Account and Password Reset**

Account and Password Reset

4. On the **User Validation** page, please enter your **Last Name**, **Social Security Number**, and your **Date of Birth**. Click **Next**

VALIDATION

Please verify your information: If you are a student, faculty, or staff member and are unsure of your username or registered e-mail address, re-validate your account by entering your confidential information below:

Last Name:	<input type="text" value="Your Last Name"/>	
Social Security Number:	<input type="text" value="..."/> - <input type="text" value=".."/> - <input type="text" value="...."/>	Enter your Social Security Number without spaces or dashes (for verification purposes only)
Date of Birth:	<input type="text" value="mm"/> <input type="text" value="dd"/> <input type="text" value="19"/> <input type="text" value="YY"/>	Enter your date of birth in the following format: mm/dd/yyyy

5. Click **Confirm**

6. Enter and confirm the new **Password**, then click **Save**

PASSWORD RESET

Username:	<input type="text"/>
Please choose a new password below:	
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
<input type="button" value="Save"/>	
<input type="button" value="Cancel"/>	

7. You can now log on to the CUNY Portal using you **Username** and new **Password** you just reset.

Username:	<input type="text"/>	
Password:	<input type="text"/>	<input type="button" value="Log-In"/>

How to Change the Primary College & Primary Role on CUNY Portal

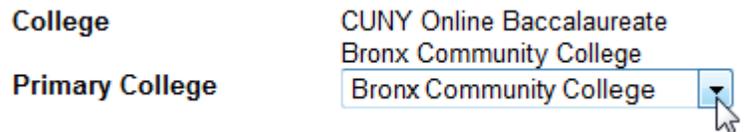
1. Once logged into the CUNY Portal - Click on **My Profile** (*right top corner of the portal's home page*)



2. Click on **Modify** button



3. Select the appropriate **Primary College** from the pull down menu



4. Choose **Student** as the **Primary CUNY Role**



5. Click the **Save** button



6. Click on **STUDENT** link (*top left corner*) to go back to the CUNY Portal home page

How to Update or Change Your Email Address on the CUNY Portal

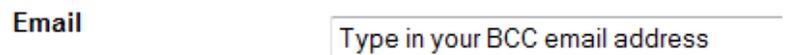
1. Once logged into the CUNY Portal - Click on **My Profile** (right top corner of the portal's home page)



2. Click on **Modify** Button



3. Locate the **Email field** and enter your new email



4. Click the **Save** button.



5. Click on **STUDENT** link (top left corner) to go back to the CUNY Portal home page.

Blackboard

Bb | Frequently Asked Questions – Students

What do I need to access Blackboard?

To access your course(s) on Blackboard, you need to login using your CUNYfirst username followed by @login.cuny.edu and your CUNYfirst password. If you never logged in to CUNYFirst, you can [Claim your Account](#).

If you forgot your CUNYFirst username or password, you can [Reset your Password](#).

How do I log into Blackboard?

- Go to the CUNY website www.cuny.edu
- Under Quick Links, click on “Log-In” and select “CUNY Portal”
- Log in with your CUNY Portal username and password

How do I view my Grades in Blackboard?

- Open a Course
- Click “Tools” on the Course Menu
- Click on “My Grades”

When I sign on to Blackboard, it says I am currently not enrolled into any courses.

If you don't see any of your courses on Blackboard, your instructor may not have made it available. Contact your instructor to find out if they plan to make the course available at a later date. If your instructor has made the course available and you still cannot see the course, contact the Technology Service Center at 718.289.5970 or TSC@bcc.cuny.edu.

I was able to access my course a few days ago and now it is missing. What do I do?

You may have been withdrawn from the class. Make sure you have not been withdrawn from the class due to several absences in your attendance. Contact the Technology Service Center at 718.289.5970 or TSC@bcc.cuny.edu so your status can be checked.

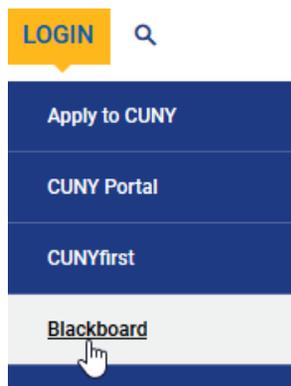
Why aren't my courses listed?

If you don't see any of your courses on Blackboard, your instructor may not have made it available. Contact your instructor to find out if they plan to make the course available at a later date. Note: The courses that are listed under “My Courses” may not fully reflect the courses for which you have registered. To view your official course registration, visit CUNY First inside the CUNY portal.

How to Access Blackboard

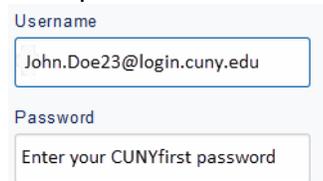
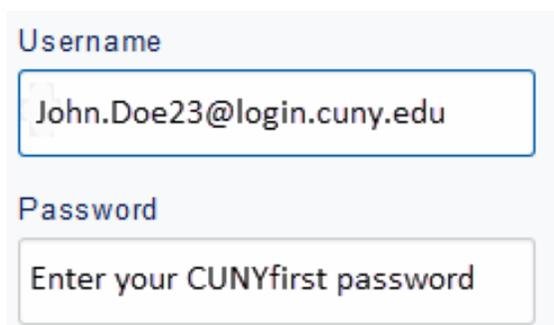
7. Go to: www.cuny.edu

8. **Hover** the mouse over the **login** button then choose **Blackboard**.



9. Log-in using your **CUNYfirst username** followed by **@login.cuny.edu** and your **CUNYfirst password**.

Example:

An example login form with two input fields. The first field is labeled 'Username' and contains the text 'John.Doe23@login.cuny.edu'. The second field is labeled 'Password' and contains the text 'Enter your CUNYfirst password'.A login form with two input fields. The first field is labeled 'Username' and contains the text 'John.Doe23@login.cuny.edu'. The second field is labeled 'Password' and contains the text 'Enter your CUNYfirst password'.

10. Click on the **Log-in** button.

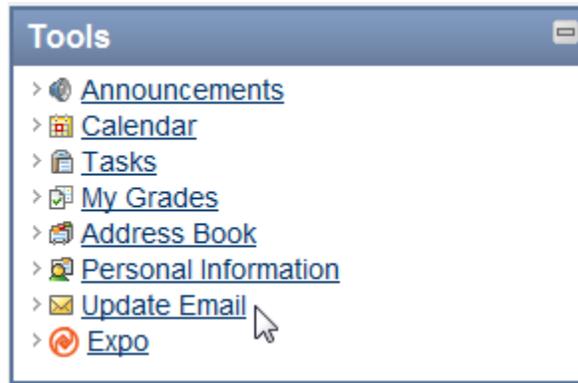


- If you never logged in to CUNYFirst, you can claim your account [here](#) or visit: home.cunyfirst.cuny.edu - click on **New User**
- If you forgot your CUNYFirst username or password click [here](#) or visit: home.cunyfirst.cuny.edu - click on **Forgot Password**

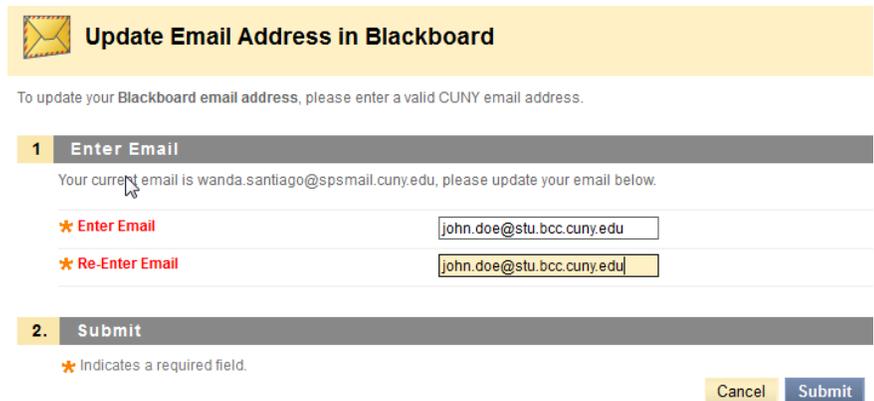
Note: Please do not bookmark this page. See [FAQs](#).

How to Update or Change Your Email Address on Blackboard

1. Once on the Blackboard home page click on the **Update Email** link



2. Enter the new CUNY email address* and click on **Submit**

A screenshot of the 'Update Email Address in Blackboard' form. The form has a yellow header with an envelope icon and the title 'Update Email Address in Blackboard'. Below the header, there is a text prompt: 'To update your Blackboard email address, please enter a valid CUNY email address.' The form is divided into two sections: '1. Enter Email' and '2. Submit'. In the '1. Enter Email' section, there is a text prompt: 'Your current email is wanda.santiago@spsmail.cuny.edu, please update your email below.' There are two input fields, both labeled with a red asterisk and the text 'Enter Email'. The first input field contains the text 'john.doe@stu.bcc.cuny.edu'. The second input field is labeled 'Re-Enter Email' and also contains the text 'john.doe@stu.bcc.cuny.edu'. Below the input fields, there is a legend: '* Indicates a required field.' At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

*Note: You cannot add a non-CUNY email address to Blackboard

How to Add Discussion Board Threads on Blackboard

Add (Create) a New Thread

1. Access Discussion from the course menu
-

2. Click the **Discussion Board forum** title link where you would like to add a new thread.
-

3. Click the **Create Thread** button.

A rectangular button with a blue gradient and the text "Create Thread" in white.

4. Enter a **title** for the thread in the Subject text area.

✳ Subject:

A rectangular text input field with a yellow border and the text "Title for Thread" inside.

5. Enter your message for the thread in **Message text area.**

1. Message

✳ Subject

Title for Thread

Message

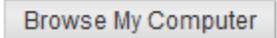


Area for the message for the thread

6. The Attachments area allows you to attach (upload) a file with the forum posting. To attach a file to the posting, click the **Browse My Computer** button.

2. Attachments

Attach File

A rectangular button with a light gray background and the text "Browse My Computer" in black.

- a. Locate the file to attach to the thread using the file dialog box. Once you have found the file, double-click the file to select it as an attachment to your thread.

7. Now you have three button options:

A rectangular button with a light gray background and the text "Cancel" in black.A rectangular button with a light gray background and the text "Save Draft" in black.A rectangular button with a blue gradient background and the text "Submit" in white.

- a. **Submit** – Use this option to create the new thread.
- b. **Save Draft** – Use this button to save the thread for further editing at a later time.
- c. **Cancel** – use this button to exit the **Create Thread** area without saving.

