Bluefield State College is pleased to announce a new way to access and manage your myBSC portal account credentials. The following guide is broken up into three easy to follow sections for your convenience: First Time User, Existing User and Forgot Password.

**First Time User**

After going to the link received in your welcome to Bluefield State College letter, do the following to set up your myBSC portal account.

1. **Enter your Student ID # including the leading zeros and click next.**

   ![Image: Let's get started!](image)

   Please enter your Student ID #. (Include the leading zeros Example: 000123456)

   A 000123456

   NEXT

2. **Enter your full Social Security Number without the dashes.**

   ![Image: Let's get started!](image)

   Please enter your full Social Security Number (Do not include dashes)

   A 111111111

   BACK NEXT
3. Enter your Date of birth in the following format DD-MON-YY.

4. Finally, create your new password to finish setting up your portal account.
**Existing User**

If you already have a myBSC portal account, follow the steps below to set up your account for the new system.

1. **Enter your username and password at** [https://mybsc.bluefieldstate.edu](https://mybsc.bluefieldstate.edu)
2. On the next screen, you will be asked to re-enter your password. This will only happen the first time you visit the new system.
3. Next, you will see the Account Recovery Settings page. Here you **must** complete the Security Questions, Secondary Email Recovery and Phone Recovery (Optional). Click submit or verify to complete each section.

![Account Recovery Settings page](image)

4. After completing the above steps, click the My Applications button and then click yes to finish setting up your account.
Forgot Password

To reset your password follow the steps below.

1. Click the Forgot Password link from https://mybsc.bluefieldstate.edu

For security purposes, please also be sure to log out of your Moodle account when you log out of the portal.

By signing onto this portal, you agree to abide by its Terms of Use. Violations could lead to restriction of portal privileges and/or disciplinary action.
2. Enter your username to start the recovery process

   ![Username input field]

3. Answer three of your six security questions

   ![Security question input field]

   What was your favorite sport in high school?
4. Complete e-mail verification (showed below) or SMS verification
5. Enter the verification code and click submit

6. Enter your new password to finish resetting your account