



# Bluefield State

## C O L L E G E

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.

Let's get started! ×

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

A 000123456|

NEXT

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

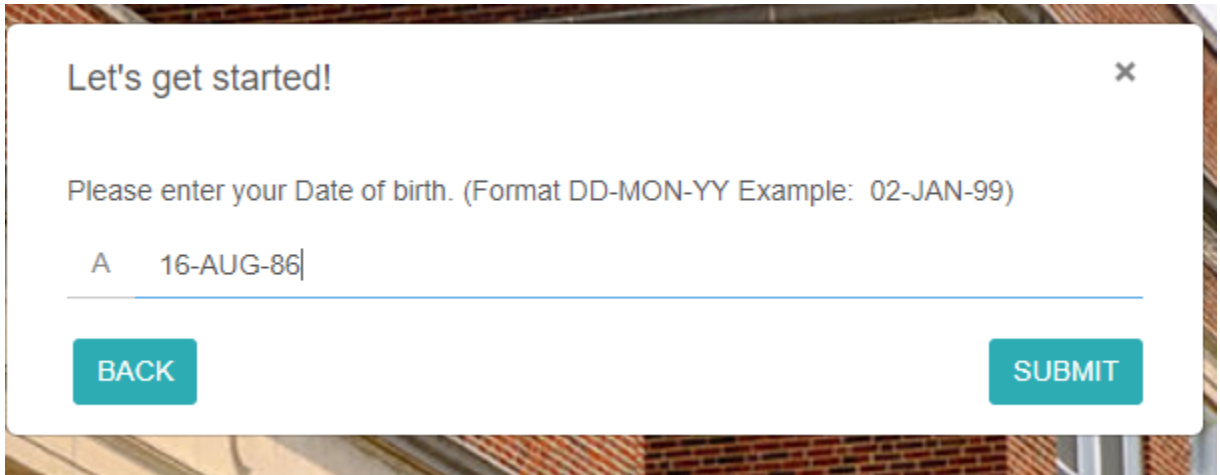
Let's get started! ×

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.

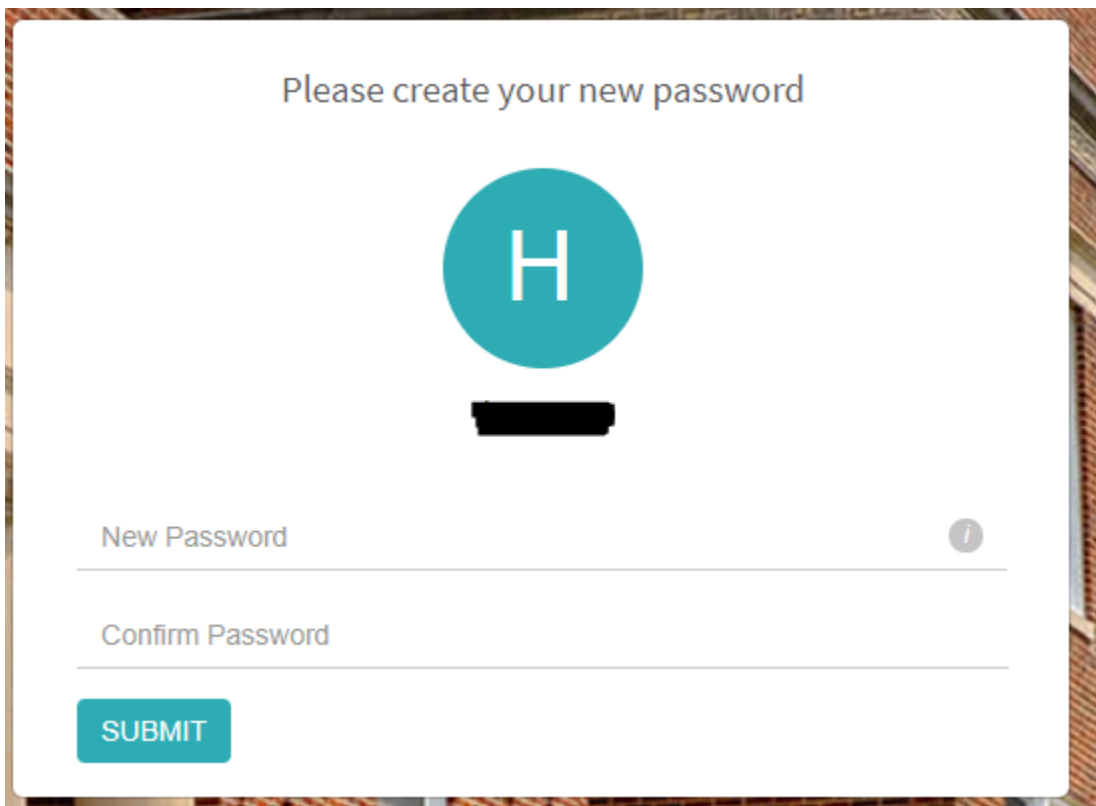


Let's get started! ✕



Please enter your Date of birth. (Format DD-MON-YY Example: 02-JAN-99)

A 16-AUG-86|

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



Please create your new password

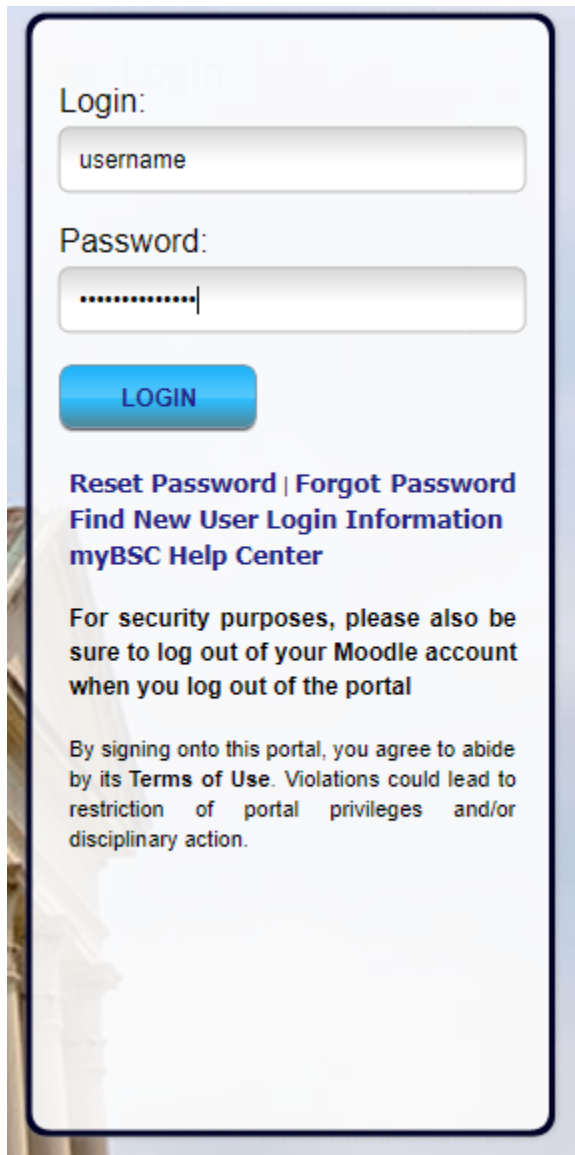
New Password i

Confirm Password

## Existing User

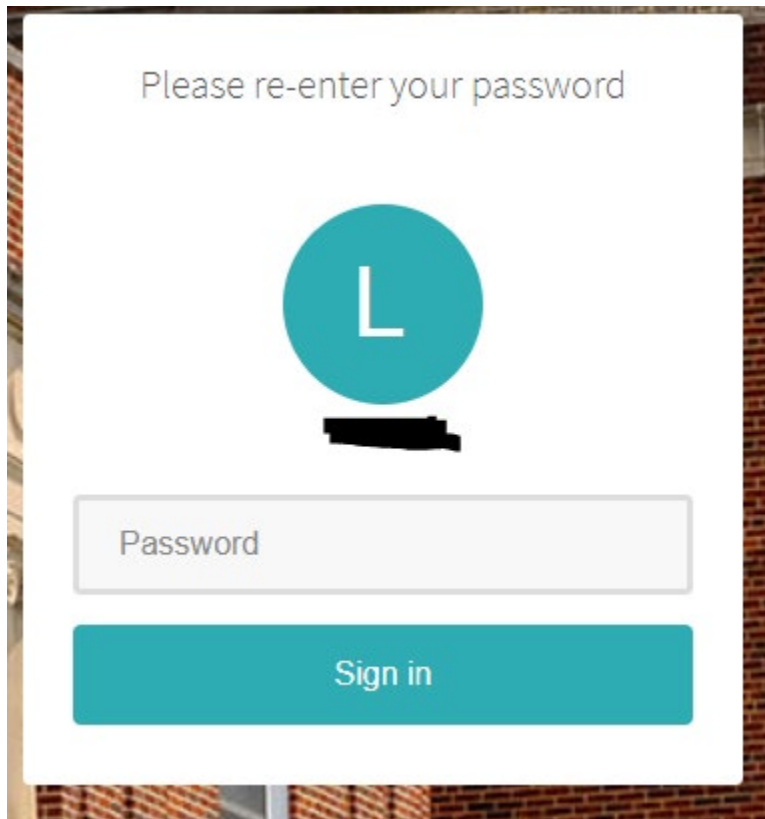
If you already have a myBSC portal account, follow the steps below to set up your account for the new system.

1. Enter your username and password at <https://mybsc.bluefieldstate.edu>



The image shows a login form for the myBSC portal. It features a 'Login:' label above a text input field containing the placeholder 'username'. Below this is a 'Password:' label above a password input field with masked characters and a cursor. A blue 'LOGIN' button is positioned below the password field. Underneath the button are several links: 'Reset Password | Forgot Password', 'Find New User Login Information', and 'myBSC Help Center'. A security notice follows, stating: 'For security purposes, please also be sure to log out of your Moodle account when you log out of the portal'. At the bottom, there is a disclaimer: '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. 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 [← Back to Account Security](#)

### Security Questions

Set up your security questions and answers to recover your password.

[TIPS FOR CHOOSING A GOOD SECURITY QUESTION](#)

Q --Please select a question--	Q --Please select a question--
A Answer	A Answer
Q --Please select a question--	Q --Please select a question--
A Answer	A Answer
Q --Please select a question--	Q --Please select a question--
A Answer	A Answer

[SUBMIT](#)

### Email Recovery

### Phone Recovery

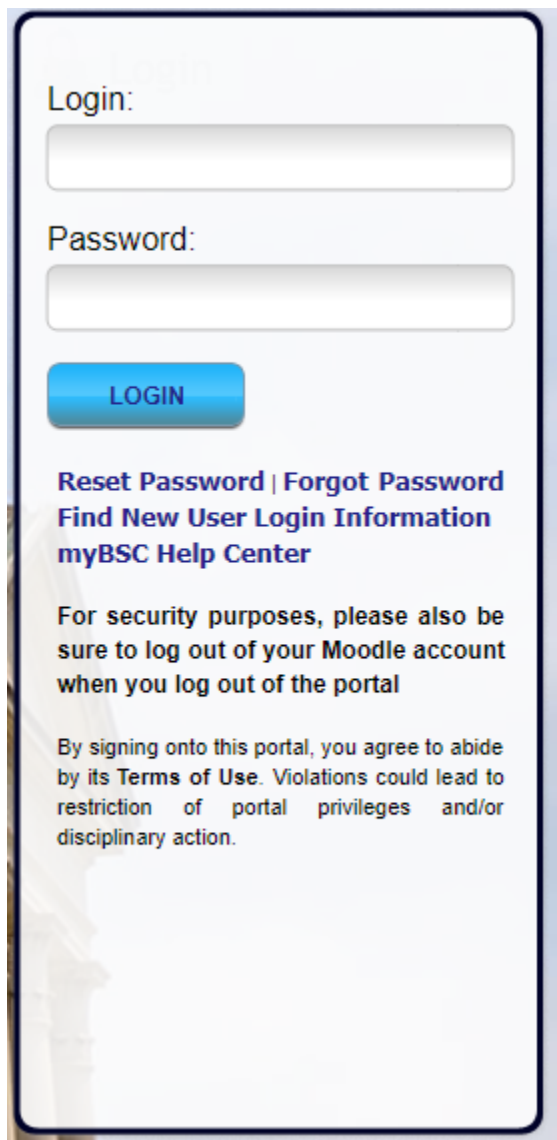
[Back to Account Security](#) [My Applications](#)

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

## Forgot Password

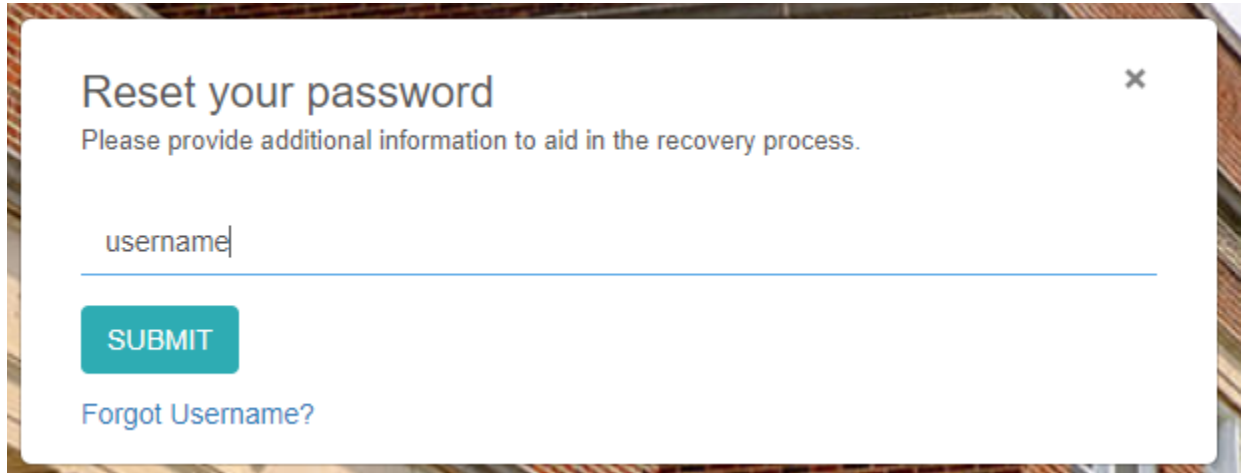
To reset your password follow the steps below.

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



The image shows a screenshot of a login portal. At the top, the text "myBSC" is visible. Below it, there are two input fields: "Login:" and "Password:". A blue button labeled "LOGIN" is positioned below the password field. Underneath the button, there are several links: "Reset Password | Forgot Password", "Find New User Login Information", and "myBSC Help Center". A security notice follows, stating: "For security purposes, please also be sure to log out of your Moodle account when you log out of the portal". At the bottom, there is a disclaimer: "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



Reset your password ×

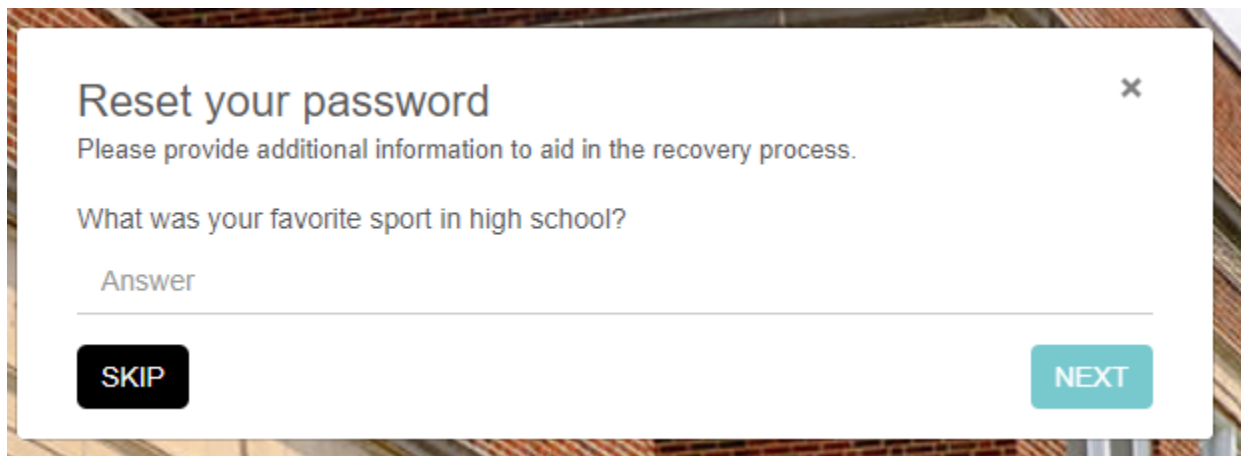
Please provide additional information to aid in the recovery process.

username|

**SUBMIT**

[Forgot Username?](#)

3. Answer three of your six security questions



Reset your password ×

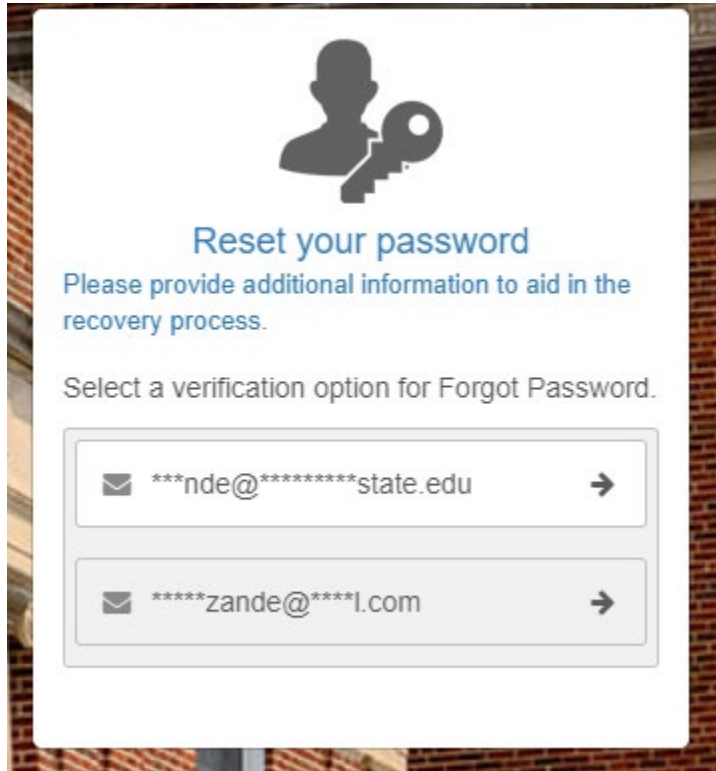
Please provide additional information to aid in the recovery process.

What was your favorite sport in high school?


Answer

**SKIP** **NEXT**

4. Complete e-mail verification (showed below) or SMS verification





The image shows a mobile application screen for password reset. At the top, there is a grey icon of a person's silhouette with a key. Below the icon, the text reads "Reset your password" in blue, followed by "Please provide additional information to aid in the recovery process." in grey. Underneath, it says "Select a verification option for Forgot Password." in grey. There are two input fields, each with a grey envelope icon on the left and a grey arrow on the right. The first field contains the email address "\*\*\*\*nde@\*\*\*\*\*state.edu" and the second field contains "\*\*\*\*\*zande@\*\*\*\*l.com".





### Reset your password

Please provide additional information to aid in the recovery process.

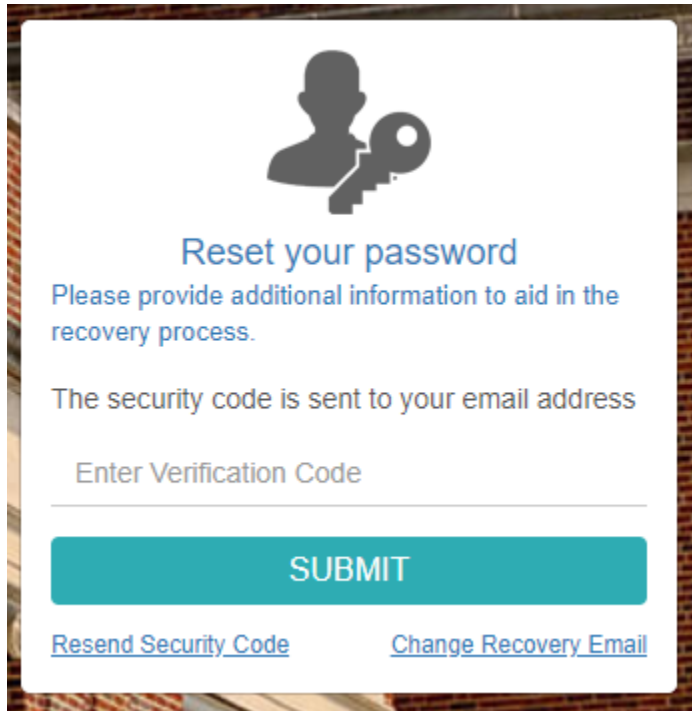
Select a verification option for Forgot Password.

 \*\*\*\*nde@\*\*\*\*\*state.edu 

 \*\*\*\*\*zande@\*\*\*\*l.com 

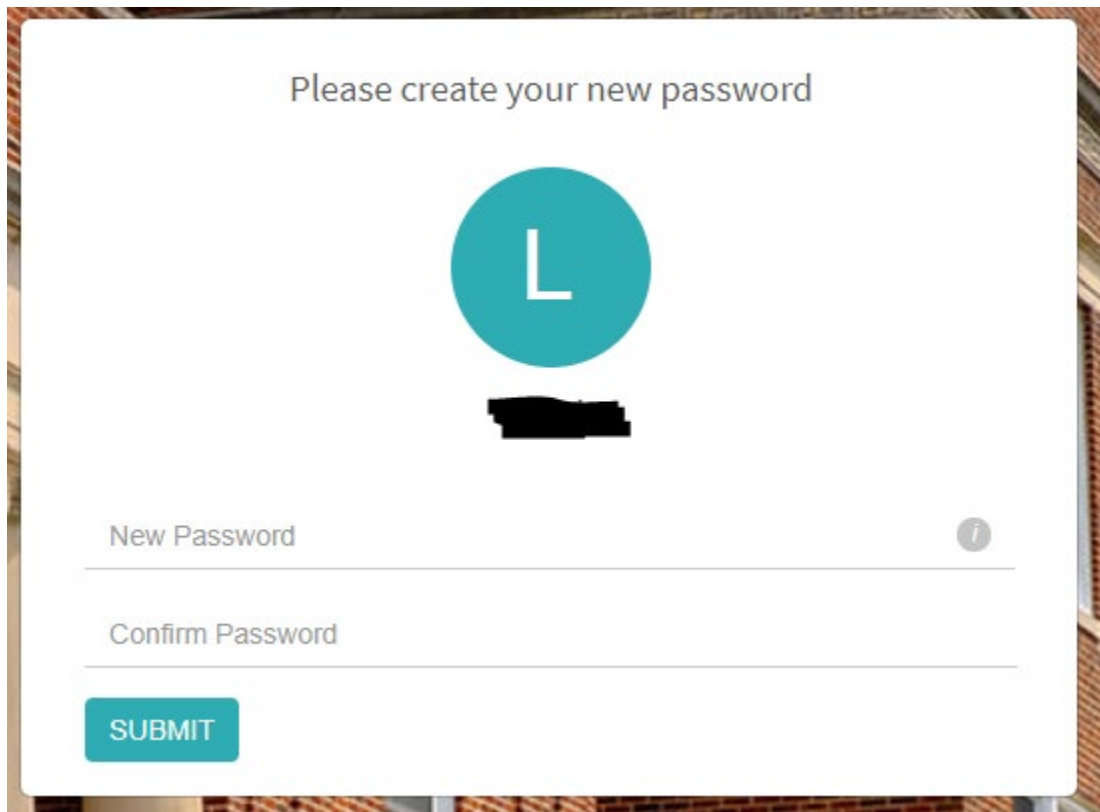


5. Enter the verification code and click submit



The image shows a 'Reset your password' screen. At the top is an icon of a person with a key. Below it, the heading 'Reset your password' is followed by the instruction 'Please provide additional information to aid in the recovery process.' A note states 'The security code is sent to your email address'. There is a text input field labeled 'Enter Verification Code'. A teal 'SUBMIT' button is centered below the field. At the bottom, there are two links: 'Resend Security Code' and 'Change Recovery Email'.

6. Enter your new password to finish resetting your account



The image shows a 'Please create your new password' screen. At the top is the heading 'Please create your new password'. Below it is a teal circle with a white letter 'L' and a black redaction bar. There are two text input fields: 'New Password' and 'Confirm Password'. A teal 'SUBMIT' button is at the bottom left. An information icon is visible on the right side of the 'New Password' field.