

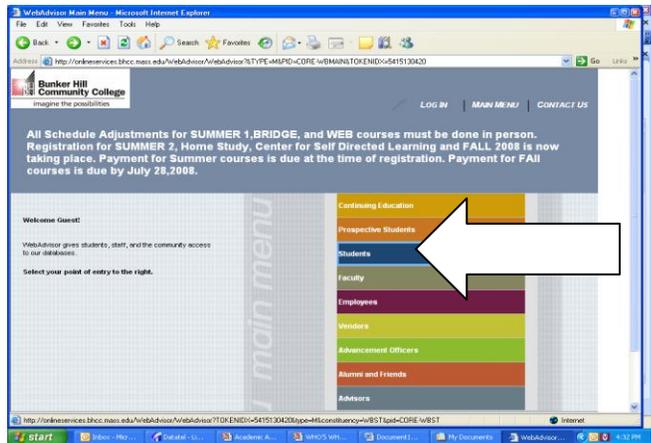
BHCC WebAdvisor and Email Log In Directions

As a new student, you now have access to your BHCC email account and to WebAdvisor, your online student record.

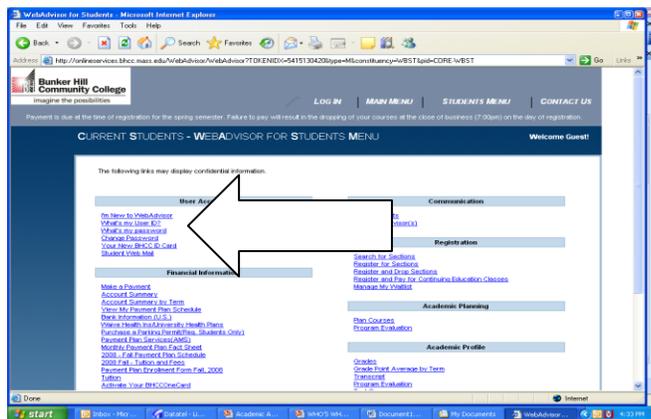
Allow at least 2 hours after registering for courses before attempting to log in to both your WebAdvisor account and your BHCC email.

Step 1: Go directly to <http://onlineservices.bhcc.mass.edu>

Step 2: Click on the blue **Student** menu



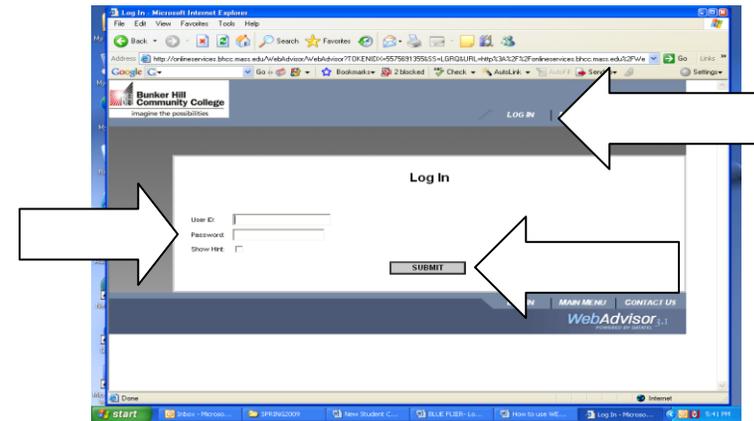
Step 3: Click on **What's My User Id** under the **User Account** section



Type in your last name and your Student Id # - the 7 digit number beginning with a zero located on schedule and bill you received when you registered or your SS#. Click **Submit**. Write down your Userid if you think you will forget it.

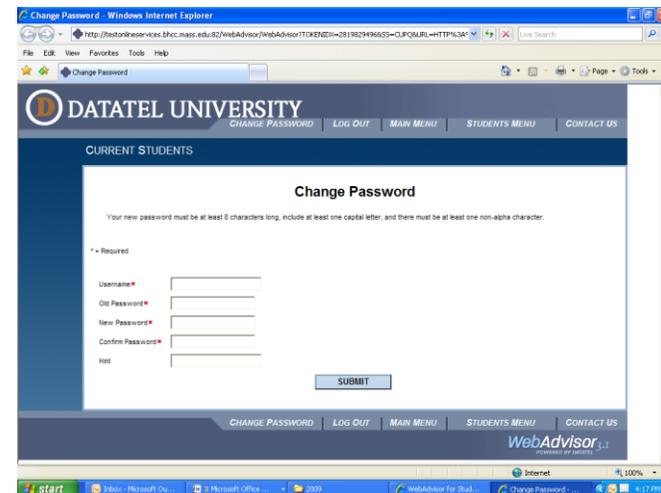
Step 4: Click on **Log In** at the top or bottom of the screen.

Step 5: Enter your **User Id** and **Password**. Your initial password is the last 6 digits of your Social Security # (if you do not have a SS # or if you did not supply one to BHCC, you will use the last 6 digits of your BHCC Id – this number is located on your schedule/bill). Click on **Submit**.



Step 6: You will receive a message that your password has expired. You will re-enter your User ID and Password (the Old Password is the 6 digits you just entered in Step 5).

Then you must create a new password and enter it on the New Password line and then again on the Confirm Password line- it must contain both letters and numbers and be at least 6 digits long.



If you FORGET YOUR PASSWORD:

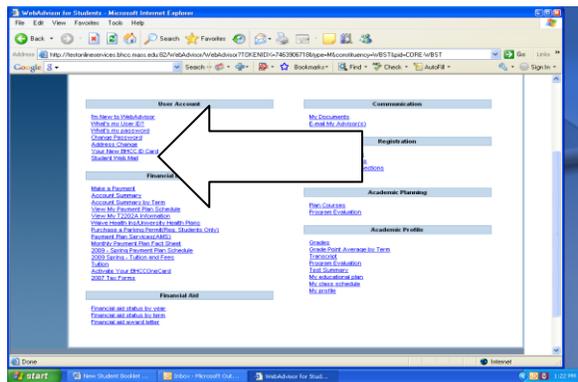
If you have accessed WebAdvisor and forgotten your password

- Click on **Student Menu**. Under **User Account** section click on **What's my password?** Click on **I don't remember, reset my password**. You will need to select an email address from the dropdown box, choose whatever address appears and **Submit**. Your password will automatically reset to the last 6 digits of your Social Security # if you have one, otherwise to the last 6 digits of your BHCC Student Id.

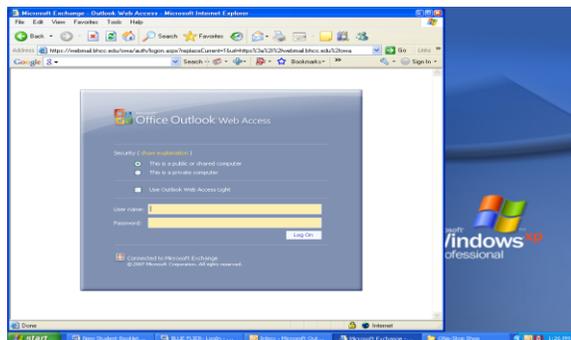
For problems related to Log In of your email or WebAdvisor accounts; call the HelpDesk at 617-228-3441

BHCC Email

Step 1: from the **Student** menu in WebAdvisor click on **Student Web Mail**



Step 2: enter your **User name** (User name = UserId from Web Advisor and enter the new password you created for your WebAdvisor account as the **Password**.



Your email address will be your userid@bhcc.edu (i.e. if a student named Bunker Hill had a UserId of bhll, their BHCC email address would be bhll@bhcc.edu)