

Setting Up Your BHCC Email Account

Setting up your BHCC account gives you access to Moodle-enabled courses, access to the college's WiFi, and allows you to do business with BHCC efficiently.

If your class is Moodle-enabled (see below list), you must set up your BHCC account. Even if your course is not Moodle-enabled, it is recommended you set up your account.

The following Community Education classes are Moodle-enabled:

- **SHRM Learning System - Tuesday section only**
- **SHRM Essentials of Human Resources**
- **TEAS Science & Math**
- **Pre-License Real Estate Sales**
- **PMP Exam Prep**

NOTE 1: Please allow 24 hours after registration to set up your BHCC account.

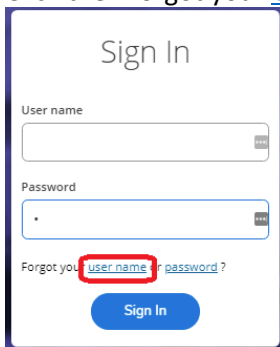
NOTE 2: If you are a returning BHCC student and your BHCC account is still active, there is no need to set up your account again. If you have not been taking classes at BHCC for two consecutive semesters, your account is de-activated and you will need to contact TSS at helpdesk@bhcc.edu to request that it be re-activated.

If you have questions about setting your BHCC account, please email helpdesk@bhcc.edu.

Follow the step-by-step instructions outlined below to help you self-retrieve both your username and password. Once you obtain your username and password, you will have set up your BHCC account.

To retrieve your username and password:

1. Go to <https://selfservice.bhcc.edu>
2. Click the "Forgot your [Username](#) link



The image shows a screenshot of a web form titled "Sign In". It has two input fields: "User name" and "Password". Below the "Password" field, there is a link that says "Forgot your user name or password?". The words "user name" in this link are highlighted with a red rectangular box. At the bottom of the form is a blue button labeled "Sign In".

3. Enter your First Name, Last Name and the email address you used to register for your course. Click submit

First Name

Last Name *

Email Address *

Submit

- You will have received an email with your **username**. Go to your email and get your username.
- Go back to <https://selfservice.bhcc.edu> and click the Forgot your ...[password](#) link

Sign In

User name

Password

Forgot your [user name](#) or [password](#)

Sign In

- Enter the retrieved **username** and your email address, click submit.
- You will have received an email with password reset link. Click this link and reset your password. Please choose a complex password that includes lower and upper case letters along with numbers or symbols.

Please enter your user name and new password.

User name

New password

Confirm new password

Reset Password

- You can use this username password combination to access:
 - [Moodle](#) for online courses
 - [BHCC email](#)

Please contact our helpdesk. Email: helpdesk@bhcc.edu Phone: 617-228-3441

