BCC SINGLE SIGN-ON MULTI-FACTOR AUTHENTICATION (MFA) & PASSWORD RESET INSTRUCTIONS

OVERVIEW

BCC has recently introduced Multi-Factor Authentication (MFA) to provide an extra layer of protection for students' information.

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THANK YOU for supporting a secure and connected learning environment at Barstow Community College.

For additional assistance, please watch our instructional YouTube video:

https://youtu.be/GeVsWr9OFgU?si=ZCvlbh6NXjtuNfnY

STEP 1: **LOG IN** USING YOUR DEFAULT PASSWORD

As part of this rollout, everyone must undergo a password reset. This process works on any web browser or [illegible]CD-networked Windows computer. We've simplified the process by creating a default password format using persona[illegible]tails you already have on hand.

Default Password Format:

- Last 4 of B number
- First 2 letters of **first** name in *UPPERCASE*
- First 2 letters of **last** name in *lowercase*
- **@** symbol
- **Day (dd)** of Birth

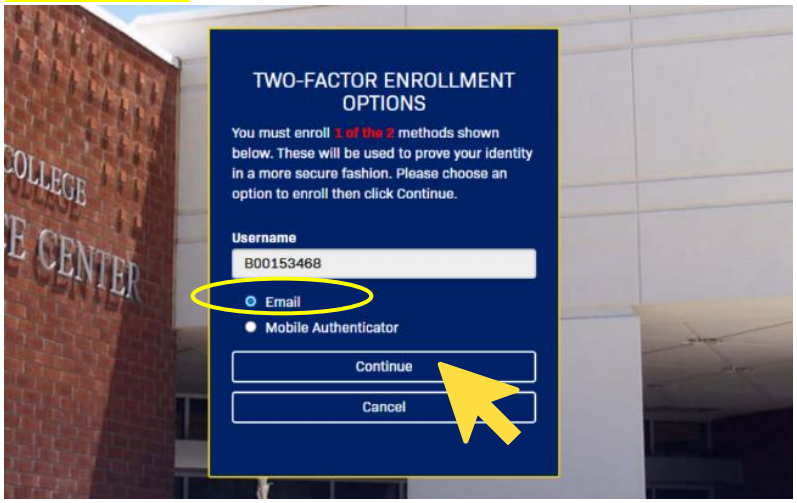
Example:

- Name: **St**udious **Vi**king
- B number: B0040**4322**
- Birthday: June **21**, 1901

PASSWORD: 4322STvi@21

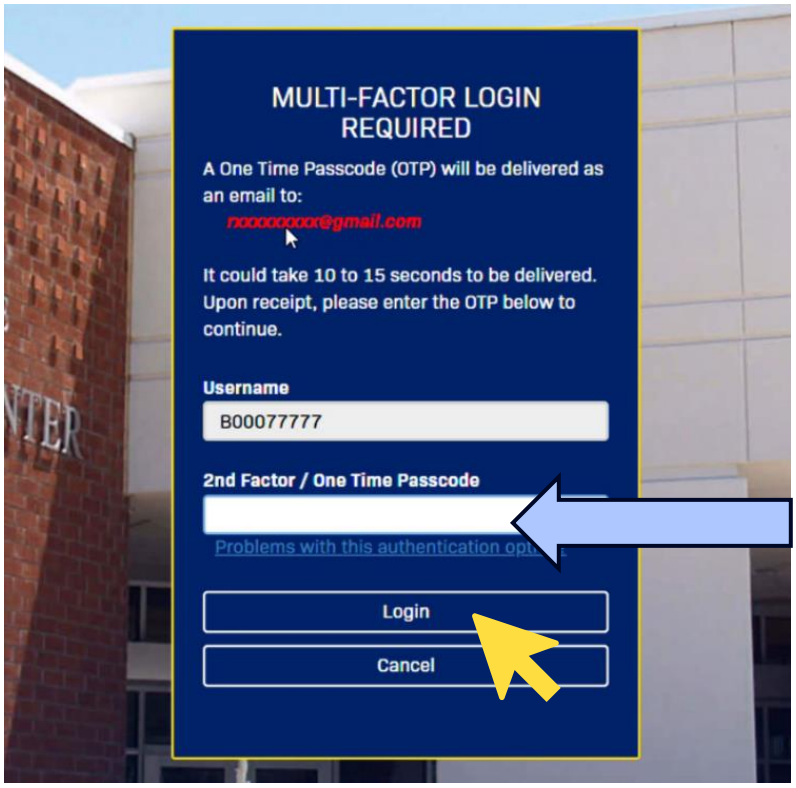
STEP 2: **ENROLL** IN MULTI-FACTOR AUTHENTICATION (MFA)

OPTION 1 – Email



You will be prompted to select an option.

To receive a One Time Passcode (OTP) **via a non-BCC email**, select 'Email' and press the 'Continue' button.



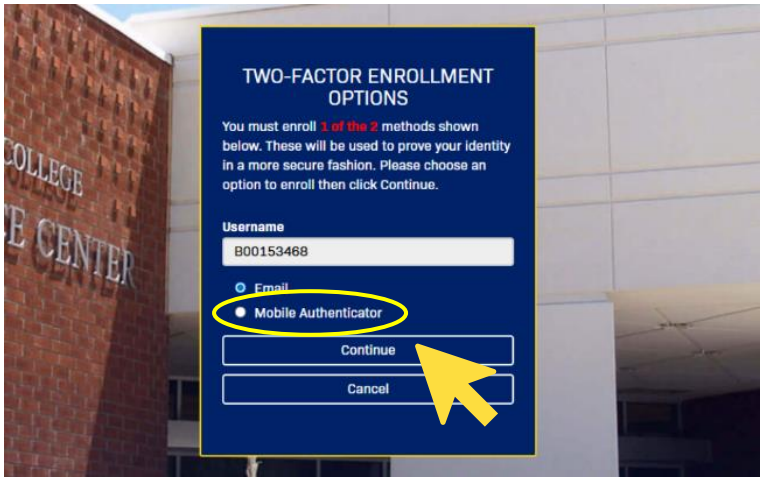
Once you enter a non-BCC email address, you will receive a code from My BCC or mybcc@bccd.onmicrosoft.com.

Enter the code you received in the 2nd Factor / One Time Passcode box and press the 'Login' button.

Successful enrollment!

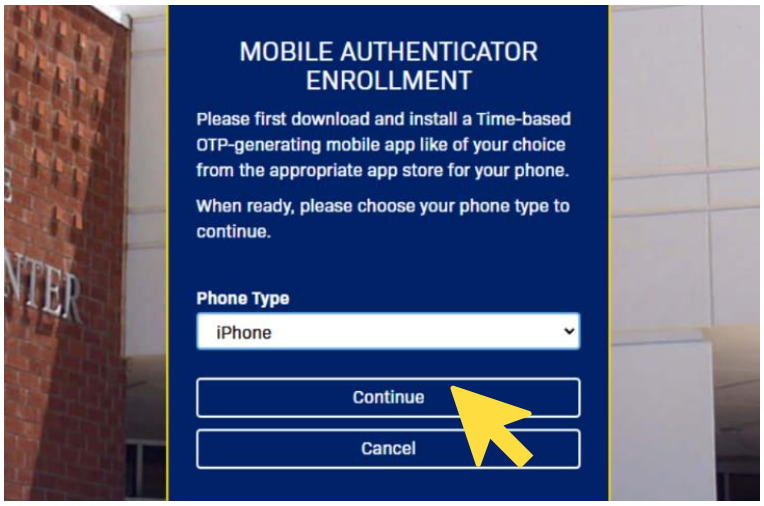
STEP 2: **ENROLL** IN MULTI-FACTOR AUTHENTICATION (MFA)

OPTION 2 – Mobile Authenticator

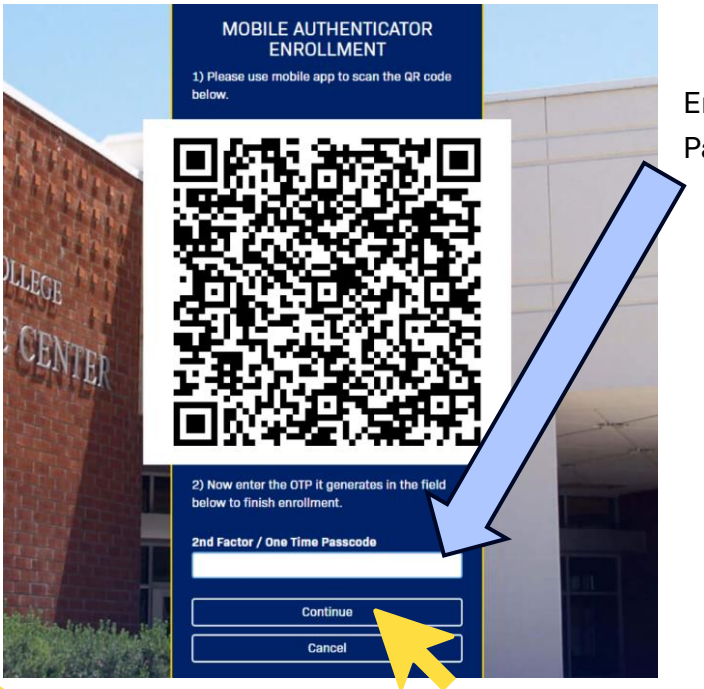


You will be prompted to select an option.

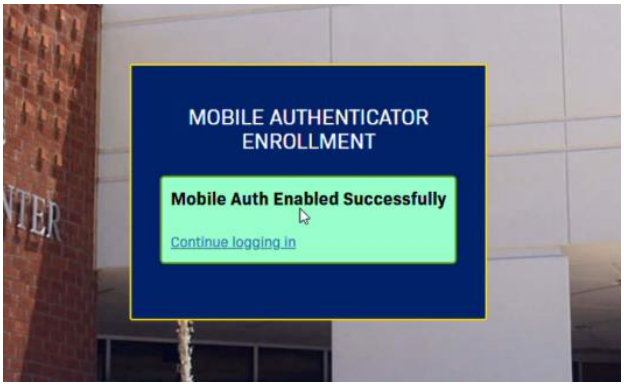
To receive a One Time Passcode (OTP) **via a Mobile Authenticator Application**, select 'Mobile Authenticator' and press the 'Continue' button.



Select a phone type (Android, iPhone, Windows) and press the 'Continue' button to generate a QR code to scan on your phone, and follow the instructions to complete enrollment.



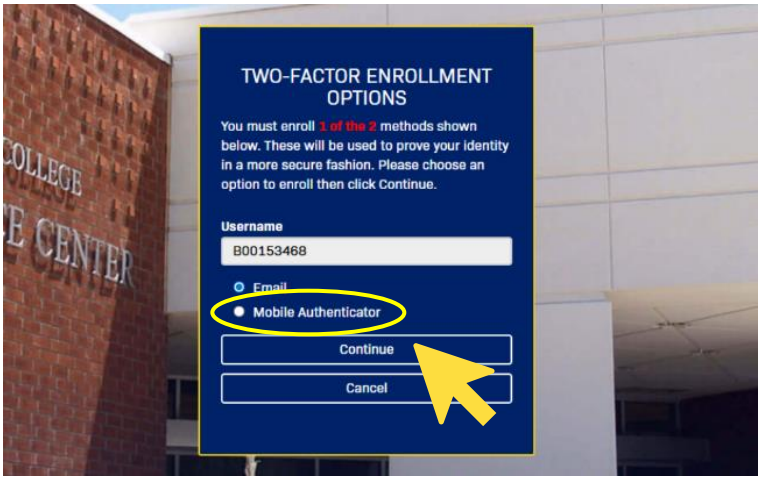
Enter the code you received in the 2nd Factor / One Time Passcode box and press the 'Continue' button.



Successful enrollment!

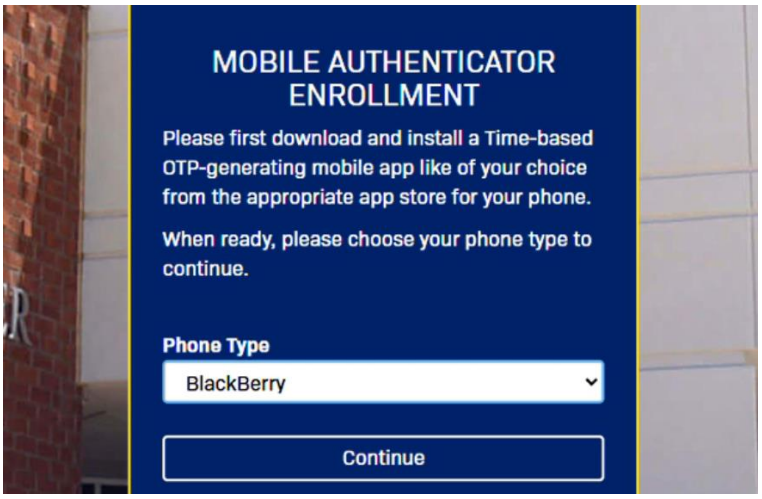
STEP 2: **ENROLL** IN MULTI-FACTOR AUTHENTICATION (MFA)

OPTION 3 – Open Authenticator (for those who prefer using a desktop computer app)



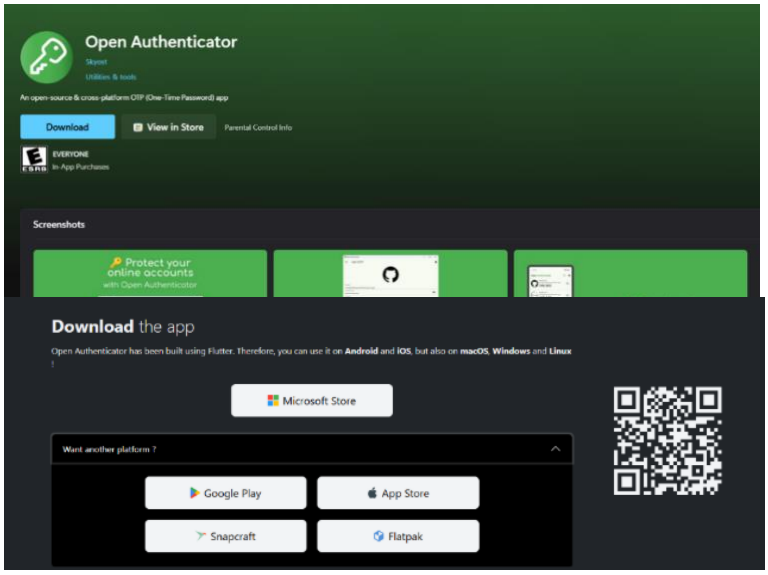
You will be prompted to select an option.

To receive a One Time Passcode (OTP) **via the Open Authenticator Application**, select 'Mobile Authenticator' and press the 'Continue' button.



For this option, select **Blackberry** as the phone type.

Download the free **Open Authenticator application** on your desktop using one of the links below.



For Microsoft:

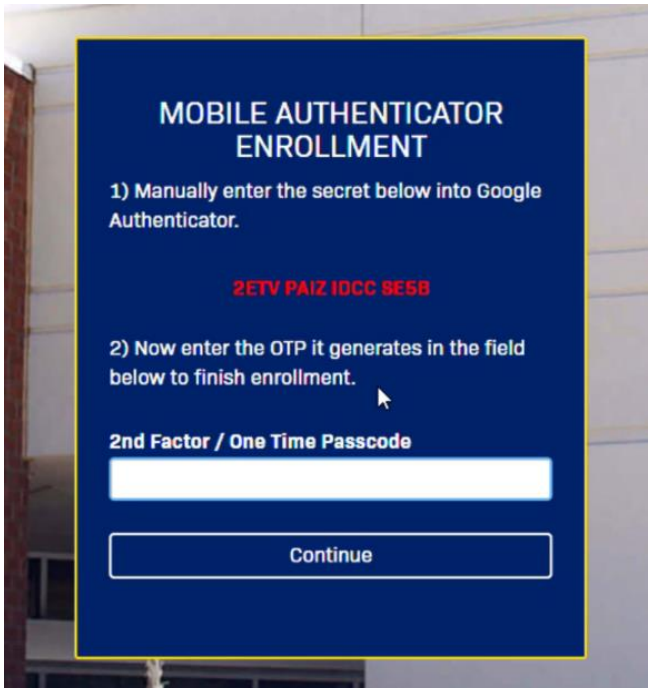
https://apps.microsoft.com/detail/9pb8hfzfklt4?hl=en-US&gl=US

For Android and Apple (CHROME):

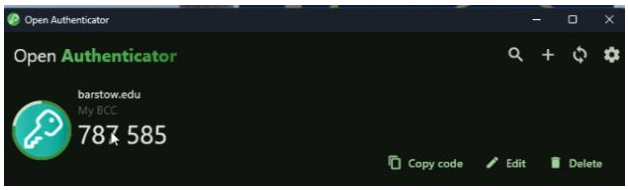
https://openauthenticator.app/#download

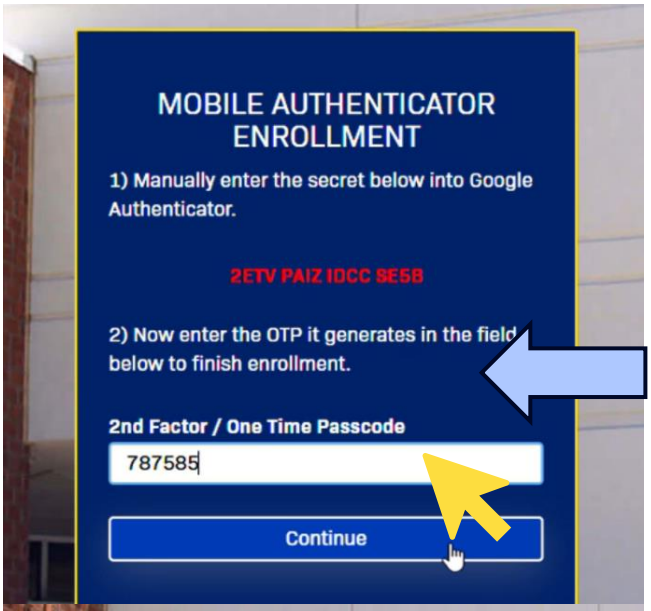
Your computer authenticator application

will generate a code.

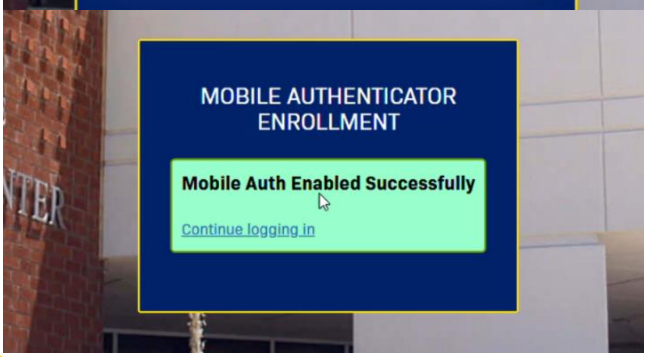


Examples:



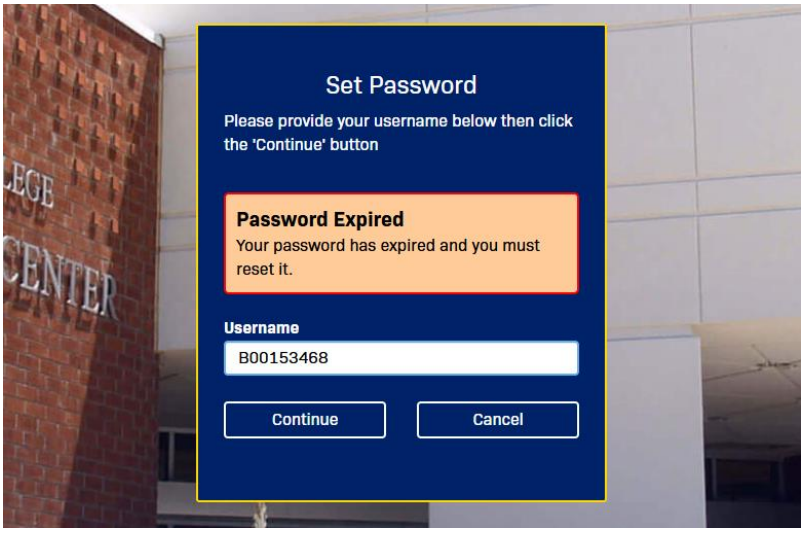


Enter the code you received in the 2nd Factor / One Time Passcode box **with no spaces** and press the 'Continue' button.

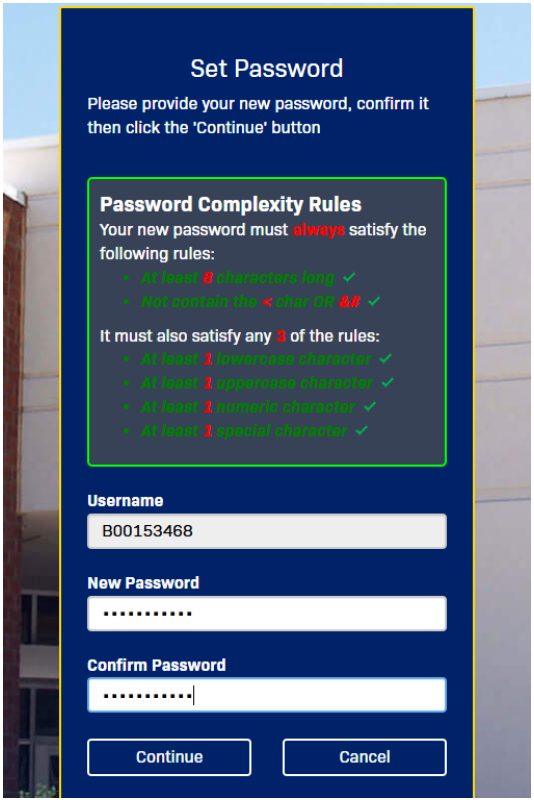


Successful enrollment!

STEP 3: **CREATE** A NEW PASSWORD

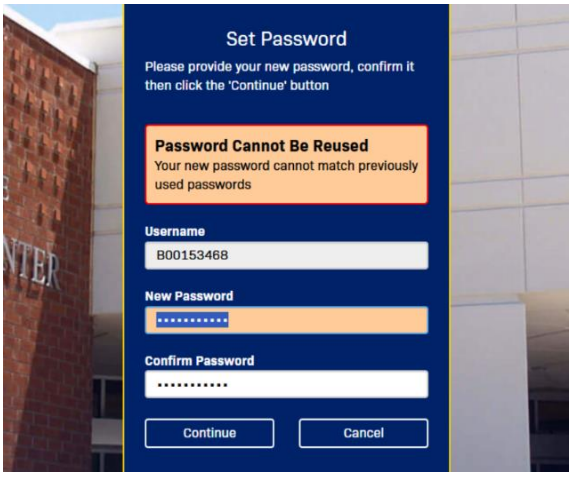


Once you have successfully enrolled in MFA, you will be prompted to set a new password.



Your new password must:

- Be at least 8 characters long
- Not contain **<**, **&**, or **#**
- Contain at least 1 **lowercase** character
- Contain at least 1 **uppercase** character
- Contain at least 1 **numeric** character
- Contain at least 1 **special** character



NOTE: Passwords **cannot** be re-used.

Successful password creation!