

Instructions for setting up security questions for the MyBC3 Portal

These instructions will help navigate the process of setting up/answering your selected security questions as well as allowing you to add an alternate e-mail address and mobile phone number. This will be in place, for self-service reset of your password.

1. Go To <https://sso.bc3.edu/>
2. Enter your username and password. Click Login.
Username: b + 7-digit student ID (i.e. b1234567)
Password: Your chosen password or if you haven't changed it, 8-digit birth date (i.e. 12211995)



3. In the **General tab**, click on **Set my answers** under **Challenge Questions** and select 3 of the 10 questions provided. Enter answers for your three questions then click **Continue**. You will receive a **Challenge Answer Enrollment Successful** message. Click the **Click here to return to the account management page**.

PortalGuard - Account Management

General Multi-Factor Settings & Devices

Account Details & Activity

Last Login: 3/08/2016, 9:39:15 AM
Last Password Change: [Never]
Last Password Reset: [Never]

Challenge Questions

Required: Answer 3 of 10 questions
Enrolled On: [Never]
[Set my answers](#)

Registered Email Address

Email Address:
Confirmed On: [Never]
[Add my email](#)

Answers:
1. Must be at least 4 characters in length
2. Cannot repeat answers for each question
3. Cannot use a word from the question for the answer

Select to see additional questions

4. Select the **Add my e-mail** and enter an alternate e-mail address. (DO NOT use your MyBC3 e-mail address) Once you enter your e-mail address, you will receive a (OTP) One-Time Password to be entered for verification.

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General Multi-Factor Settings & Devices

Account Details & Activity

Last Login: 3/08/2016, 9:39:15 AM
Last Password Change: [Never]
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Challenge Questions

Required: Answer 3 of 10 questions
Enrolled On: [Never]
[Set my answers](#)

Registered Email Address

Email Address:
Confirmed On: [Never]
[Add my email](#)

Email Enrollment
Please enter your email address below to enroll. A test OTP will be sent immediately for confirmation.

Email Address

Enter an alternate e-mail address (not your BC3 e-mail)
Click Continue

Continue Cancel

5. Select the **Multi-factor Settings & Devices** tab, and click the Add new phone. *This is an optional enrollment and if you would rather not use your mobile phone, your phone does not have the ability to text or your cell provider is not listed you can skip this section.* To activate this option, enter your mobile number, your cell phone carrier and choose whether you want to receive a SMS/Text message or if your phone cannot receive SMS/text, you will receive a voice message. Click continue. A one-time password will be sent to your phone for activation. Enter one-time password from your mobile phone and click continue.

PortalGuard - Account Management

General Multi-Factor Settings & Devices

Registered Phones

[Add new phone](#)

Printed One-Time Passcodes

Last Printed On: [Never]
[Print new OTPs](#)

Mobile Authenticator

Enabled On: [Never]
[Enable mobile authenticator](#)

Phone Enrollment
Please enter your phone number below to enroll. A test OTP will be sent immediately for confirmation.

Country
United States

Phone Number

This phone can receive SMS/text messages
 This phone **cannot** receive SMS/text messages

Phone Provider
Verizon

Continue Cancel

6. Click **Log Out** in the upper right corner when you are finished.