Logging in to the System

Please go to the following URL to begin: http://my.berkeleycollege.edu

Login when you go to the above URL, you will then see the Berkeley College Page below. You will be able to log into your Blackboard online courses from this web site.

Username and Password

Username *For students entering Berkeley prior to July 2008 your username would be your firstname-lastname *For student entering Berkeley after July 2008 your username is the first 8 letters of your first name dash (-) the first 8 letters of your last name. As an example if your name is Catherine Notchcroft your username would be catherin-notchrof

Default password will be Bc!MMSTID. That is (CAPITAL B)(lower case c)(exclamation point)(the two digit month of your birth) STID - the last four numbers of your student ID - found on your student ID card). Example: If you were born in March and the last four digits of your student ID is 5555, your new default password will be Bc035555.
If you are having trouble logging in, please click the **Need Help? Click Here** link in the right-hand corner.

Click on the **Problem Log**
Login in to the Magic Service Desk and log a ticket for the Helpdesk 24 hours a day 7 days a week. Tickets received after closing will be addresses on the next business day. You can also login to check the status of your tickets.

You may also access the Live Help feature. Fill in your username and receive prompt help.
Once you have logged onto the site, you will be presented with the **Home Page**. From here, you will be able to:

- Enter your course(s)
- Read e-mail
- Check your calendar
- See updated campus announcements
To see a list of your courses simply click on the Courses tab at the top of the page.

To access the Library simply click the Library tab at the top of the page. The Library page allows you to connect to electronic resources where you can use an extensive database to search for books, magazines and journal articles. You will also find an Online Library tutorial located here as well.
To access your personal Berkeley College records, click on the Student Self Service tab at the top of the page. Click on the Access Self Service button, which will bring you to the Student Self Service site, where you will be prompted to input your username and password. Student Self Service allows you to view Berkeley’s course catalog and schedule of classes, as well as your own class schedule, grades, unofficial transcript, and financial account information. In addition, you may change a class section, make a payment, update personal information, and apply for financial aid.
Accessing your E-Mail: To enter your e-mail, click on the E-Mail tab at the top of the page: Click on the Access Live Mail button, which will bring you to the Live Mail site, where you will be prompted to input your username and password.