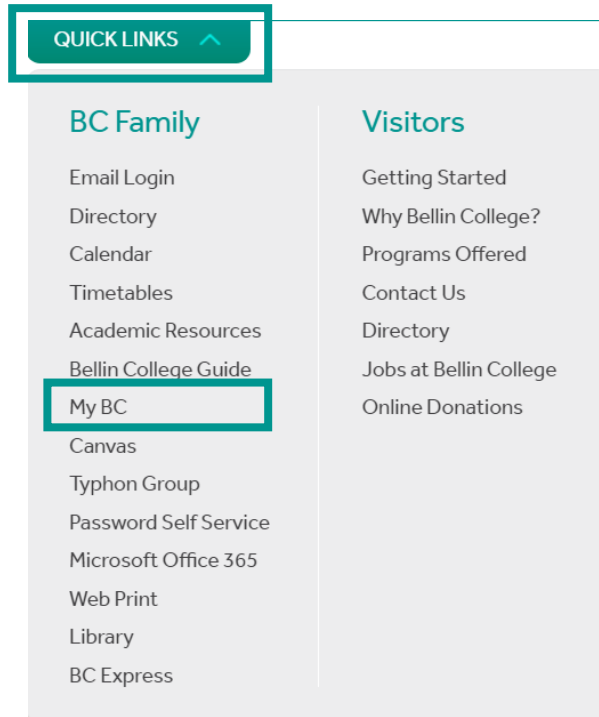# Logging into and using MyBC

MyBC is Bellin College's Student Information System. This is where you go to register for classes, view your student documents, check your billing, and view your financial aid.

Contents

Logging into MyBC

There are two different ways to log into MyBC. The first is by entering https://my.bellincollege.edu/ into your internet browser or by going to www.bellincollege.edu and by select Quick Links in the upper left corner, then select MyBC.

QUICK LINKS ⌃

BC Family

Email Login
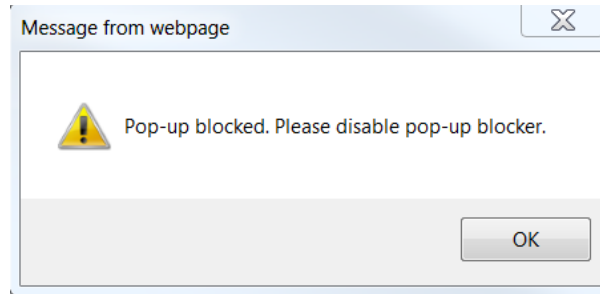Directory
Calendar
Timetables
Academic Resources
Bellin College Guide
My BC
Canvas
Typhon Group
Password Self Service
Microsoft Office 365
Web Print
Library
BC Express

Visitors

Getting Started
Why Bellin College?
Programs Offered
Contact Us
Directory
Jobs at Bellin College
Online Donations

You will directed towards this page:

MyBC
Bellin College Student Information System Portals

Student Portal   **Faculty Portal**

Video Tutorial: **Student Portal and View Your Schedule**
Can't log in?: **Bellin College Password Self Service**

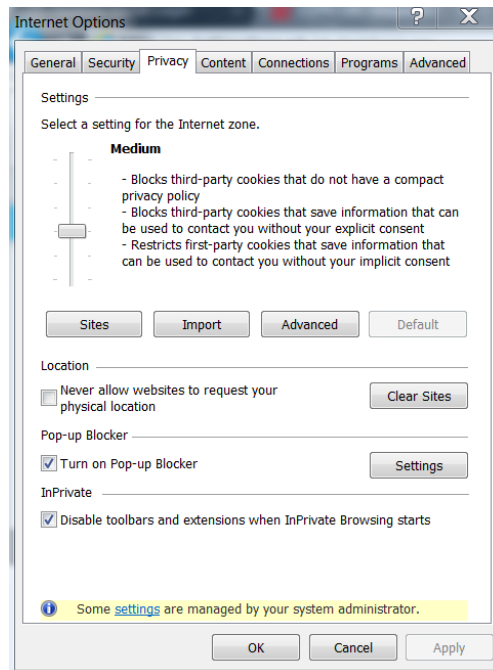Click on Student Portal to log into the Student side of MyBC.

A message will appear that states that you need to disable pop-up blocker. Please follow the directions below on how to do that on each browsers.
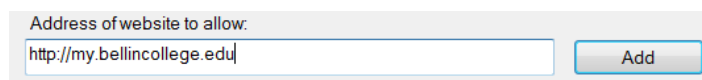
Disabling Pop-up Blocker

Internet Explorer

1) Click on the gear icon in the upper right corner (settings)
2) Select Internet Options
3) Click on the Privacy Tab

4) From here you can do a few different things.
   a. Allow MyBC to have pop-ups (recommended):
      1) Select Settings. In the Address or website to allow box type in: https://my.bellincollege.edu/

      2) Then select Add, then click on close.

  b. Allow all pop-ups

    1) Uncheck Turn on Pop-up Blocker option

5) Then select Apply, then OK. Pop-ups to MyBC are now enabled. Refresh your browser for the setting to take effect.

Chrome

1) Click on the icon with the three dots on top of each other (settings)
2) Then click on Settings
3) Scroll down all the way to the bottom and select Show Advanced Settings
4) Under Privacy, click on Content Settings...
5) Scroll down to Pop-ups

Pop-ups

  ◯ Allow all sites to show pop-ups

  ◉ Do not allow any site to show pop-ups (recommended)

  [Manage exceptions...]

6) From here, there are a few different options
  a. Allow MyBC to have pop-ups (recommended)
    1) Select Manage exceptions…
    2) In the box on the bottom, type in https://my.bellincollege.edu under Hostname pattern, as well as select Allow under Behavior.
    3) Select Done, then press Done again. You can now close out of the Settings tab. Refresh the browser for the setting to take affect.

[*.]example.com	Allow ▾

  b. Allow all pop-ups
    1) Select Allow all sites to show pop-up
    2) Select Done. You can now close out of the Settings tab. Refresh the browser for setting to take effect.

Safari

1) From the Safari menu, choose Preferences.
2) Click on the Security tab.
3) Ensure that Block pop-up windows options is not checked. Unchecking this option will allow pop-ups.
Note: If you are concerned that allowing pop-ups globally for all websites that you browse, consider using another web browser that allows website exceptions, such as Chrome or Firefox.

Signing into MyBC
Once you have the pop-up blocker disabled for MyBC, you should be able to use all of its functionality.

To sign in, you will need to enter your Bellin College username and Password.

You will also need to select the appropriate term for what you are needing to do. The term will automatically default to the current term, however if you are going to register for classes, you will need to select the term you are registering for. The term can be changed once you logged in.

This is what the main screen of MyBC looks like. The color scheme can be customized by select one of the four color blocks on the upper left part of the page. You can also change the term and font size within that menu. I will go over all of the different parts of MyBC below.

Using MyBC

Edit Profile

Selecting Edit Profile will take you to a menu that will allow you to change your current address and phone number. It is important to keep the Billing Address up to date, as this is the address that Bellin College uses to send communication.

To edit an address, click Edit. The edit button is directly next to the type of Address it is, i.e. Billing, Home, Local.

When you hit edit, you will see a new screen that will allow you to change any address fields you would like to. Below are the fields that are recommended to be filled out.

Address 1: Your home address. This address should be your primary housing location.
City: The current city where you live.
State: The current state where you live.
Zip: The current zip where you live.
Phone 1: Your primary phone number of contact. This is the phone number that is called or texted from School Messenger when the campus is closed.
Email 1: This should be your Bellin College email address.
Email 2: This should be your personal email address.

Click on Update when you are ready to update your address.

Home

This will take you back to the MyBC home page. This page also displays the Student Portal News.

Calendar

This feature is a calendar that allows you to input events or information on a certain date as a reminder. To input something into the calendar, select the number of the date on the calendar, then type in what you would like in the text box. Select Update to submit the information, or reset to reset it.

You can also edit already created items by selecting edit on the date.

Document Tracking

These are where your student documents are uploaded. Anything you give to Bellin College, i.e. previous transcripts, application materials, etc., will be placed in here.

My Locker

This is where the number and the combination to your Student Locker is located. The lockers are in the Student Lounge.

Course Offering

This is a list of all of the available courses for the term you are in. To change the term. Click on (Change) next to the Current Term.

Degree Audit Options
This feature will be coming soon!

Registration
This is where you can register for classes. You need to be in the term you are trying to register in. For example, if you are wanting to register for classes in the Fall of 2017, you will need to be in Fall 2017 as your current term.

How to register for a class
Once you are in the registration page you will need to find the name of the class you wish to register for. The names of the classes are in blue, and the number of seats available are in red. You will also see the name of the instructor teaching the course, as well as how many credits the class is, and the dates the classes take place.

Once you find the name of the class you want to register for, you will need to click on the Credit check box.

Once you have all of the classes select, you will need to click on the green Process Registration button.

Once you select Process Registration, you will be asked to confirm your choices for registration. When you are ready, select OK to confirm and cancel to cancel.

My Schedule
This will show a list of all of the classes you are registered for in this term in a schedule type format. So you will be able to see when you are taking your specific classes and on which dates.

My Ledger
This is where you can go to see how much money you owe. This will have an updated list of all of your fees associated with attending Bellin College.

My Financial Aid
This section displays all of the eligible financial aid you are entitled to. Note: If you need to change the amount of aid you will be receiving, you will need to come into the One Stop to make that change.

Scholarship Information
Clicking this will redirect you to a page on the Bellin College website. The Financial Aid and Scholarships page lays out all of the important information regarding both of those subjects, including links to apply to scholarships.

Letter Grades

This is where you will find your final course grades after the term has been completed.

Letter Transcript

Your unofficial transcript will be shown here. This list will show all of the classes you have taken as well as the grades you have received for those classes, along with your GPA.

My Courses

My Courses shows a list of courses you are enrolled in for the current term.