Employee Technology Access

Access to technology on campus is controlled by your assigned username and password. It is important to keep password information secure so that only you know it.

Getting Started

Your username and initial password to BSC systems is composed of the following:

Username: The first character of your first name, the first character of your middle name, followed by up to 6 characters of your last name.

Password: The **first character** of your first name followed by the **last 4 digits** of your employee ID number, the **first character of your last name** followed by an **exclamation point**. Note your employee ID number is located on the front of your ID card. You will need to have your employee ID card made as soon as possible. This is done in the Student Services Building (SSB) room 157.

Example: John S. Williamson with employee id number 1234567
Username: jswillia
Password: j4567w!

The following systems use this username and password. Note those with an asterisk require a separate password change, as they do not use the password controlled by the **BSC Password Management System**.

> Email
> TheSIS
> Self-Service
> Ginkgo Go
> Colleague UI
> Moodle
> Intranet
> Printing
> Your office computer
> **Password Management Portal (Password Change)**
> Access to Library databases
> Off-campus VPN access
> *Clockwise Time and Attendance system (staff use only)

Password information

Password Information regarding Active Directory (Email, etc.) passwords at BSC:

• The first time you attempt to access your email account, you will be asked to enter information that will be used later if you ever forget your password. If at a later time you need to go back and change the information that you entered, please follow this link:
https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?regref=ssprsetup

• If you need to change your password, log into your email account (from the drop down menu under "myBSC" at the top of the BSC website) and then click on your name in the upper right corner and choose "My Account".

• If you have forgotten your password and need to reset it, please go to the Email login page (BSC website under myBSC) and select "Can't access your account?" or, follow this link: https://passwordreset.microsoftonline.com/.

• Passwords may be reused only after two prior changes.

Passwords must meet the following criteria
- Be between 7 and 20 characters in length
- Consist of at least 3 of the following 4 items Uppercase letters
- Lowercase letters
- Numbers
- Special characters i.e. !@#$%^&*

IT will never ask for your username and password in an e-mail. Be on guard for such phishing scams that do and contact the helpdesk if ever you are not sure about the contents of an email involving passwords.

Questions should be directed to the Helpdesk at helpdesk@bsc.edu or 205-226-3033 option 2.