Welcome to the BC email system!

As a Bainbridge College student, you have your own email account in the BC system. This document has all the help you need to find your email address, access your email, and use the system.

Table of Contents

Getting Your Email Address

Your User Name and Password

Changing your Password

How to Get Into BC Email
Getting Your Email Address

When you were admitted to the college, you received a letter containing your Banner ID and Password like you see below. You will use this ID and PIN to access Banner Web which will hold your grades and other important information. In this case, you also need it to retrieve your email address. If you have lost this letter and do not know your Banner ID and PIN, you will need to go in person to the Admissions Office to get this information.

Follow these steps to get your email address

1. From the Bainbridge College homepage, click on the services tab and choose Banner Web.

2. Click on Enter Secure Area like you see here to the right.
3. This takes you to the login screen. Enter your Banner User ID and PIN and click the Login button.

![Login Screen]

4. Click on the Personal Information link.

![Personal Information]

5. From the Personal Information Menu, choose Bainbridge College Email Information.

![Personal Information Menu]

6. You will then see your email address displayed. Your email address will look like this: username@student.bainbridge.edu
Your User Name and Password

To log in to your account, you need your username and a password. Your username is the first part of your email address—before the @ symbol—so you will first need to get your email address (see Getting Your Email Address if you have not already done so).

Your password is built from three parts:

1. the last 5 digits of your Banner ID,
2. plus the first 2 letters of your email address,
3. plus your 6-digit Banner PIN.

Yeah, it sounds complicated, but it is easy to understand. Take the following for example. Here is John Smith’s information:

| Email: jsmith@student.bainbridge.edu |
| Banner ID: 900032456                |
| Banner PIN: 123456                 |

His email password then is 32456js123456.

Here is a diagram showing how we got this password:

It’s a little complicated to get the first time, but you will have it memorized eventually, or you can change your password to something easier to remember once you log in.
Changing your Password

To change your password,

1. Click on the Options link in the top right corner inside Outlook:

2. This opens a new list in the left folders column like you see below. From there, click on Change Password.

3. You will then be asked for your old password and then to enter a new password and confirm it.

4. After typing your passwords, click the Save button in the upper left of the screen. Your password is reset.

If you do change your password, be sure to use something that is not easily guessed by others. Do not use your birthday or your dog’s name! You should preferably add some odd characters like @ or ! and a combination of letters and numbers. This will help ensure that your email account stays secure.
How to Get Into BC Email
Log on to our new email system from the BC homepage. Click on the Services tab to open the services page and then select Student Email. This takes you to the login screen like you see here on the right. Select Public or Private computer, and enter your Username and Password. You’re in!