



Management Information Systems

Barbados Community College

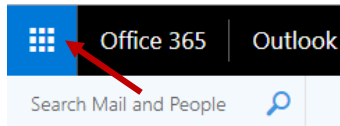
Guide to Setting up Student E-mail Accounts

Hello Students. Welcome to the Barbados Community College. This document is designed to get you started with your Student E-mail Account.

The process is outlined below.

E-Mail Set Up Process

- Open a browser and enter the following address: www.bcc.edu.bb
- At the top of the College's page you will see a tab labeled **Student Email**. Click on this tab to access the College's E-mail Portal.
- Enter the e-mail address and password provided. (PLEASE NOTE THAT THE PASSWORD GIVEN IS CASE-SENSITIVE).
- You will be prompted to change your password. Where you see **Current password** please enter the password given. Where you see **New password** enter a new password of your choice. *Please see the password requirements below.*
- More information will be needed at this time. Click **next** and follow the instructions given.
- Set your language and time zone. The time zone for Barbados is (UTC-04:00) Georgetown, La Paz, Manaus, San Juan.
- Click **Save**



- Click the app launcher (as shown above) to select the apps available to you.

Password Requirements

- Passwords must be at least 8 characters long.
- Passwords can have a maximum of 16 characters.
- Passwords cannot contain account names or parts of the full name that exceed two consecutive characters.
- Passwords must contain characters from three of the following four categories:
 1. Uppercase letters (A through Z)
 2. Lowercase letters (a through z)
 3. Numbers (0 through 9)
 4. The following non-alphabetic characters: ` ~ ! @ # \$ % ^ & * () _ + - = { } | [] \ : " ; ' < > ? , . /