

## CREATE YOUR BC NetID/EMAIL

1. Go to: <https://www2.bellevuecollege.edu/netid/>
2. Click on “**Create Account**”

NetID Account Management

Register Online Services Canvas

NetID Home Create Account Update Password Forgot Password

Your NetID gives you access to e-mail, computer labs, Canvas and more. [More about NetID...](#)

**Create Account**

Create a Bellevue College NetID account and email address using your ctcLink ID

[Update Password](#)

Update the password for your Bellevue College NetID account (you must know your old password)

[Forgot Password](#)

Recover access to your account using Microsoft Password Reset. Contact the [ITS Service Desk](#) if you have questions.

**Need Help?**  
Visit the [Technology Service Desk](#)

[Accessibility](#) | [Emergency alerts](#) | [Privacy notice](#) | [Public disclosure](#) | [Website info](#) | [We are an equal opportunity institution](#)

3. Enter the following information:
  - **ctcLink ID or EMPLID:** you can see this information on your acceptance email or in your ‘profile’ in the International Student & Scholar portal (ISSPortal)
  - **Legal First Name** = “Given Name” *on your passport* or “SEVIS First Name” in your portal
  - **Legal Last Name** = “Surname” or “Family Name” *on your passport* or “SEVIS Last Name” in your portal
  - **Birth Date**

Click the “**Submit**” button

Create Account

Your NetID account can be used to log in to e-mail, campus computers, online classes (Canvas) and more.

Please authenticate by providing your ctcLink ID, first name, last name and birth date below.

**User Validation**

**ctcLink ID:**  **Legal First Name:**  **Legal Last Name:**

What is my ctcLink ID?

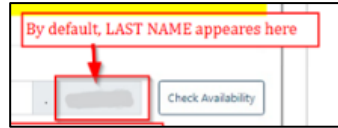
**Birth Date:**

month  day  year

**Submit**

(note: it may take up to 24 hrs for new data to be accessible by this website.)

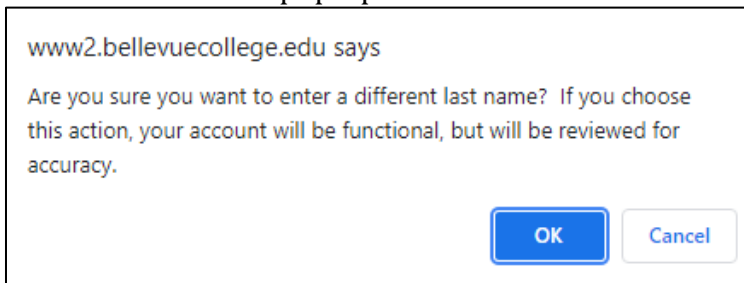
4. Create **Username**: It must be in **one** of these formats:
  - FirstName.LastName, OR
  - FirstInitial.LastName (e.g., if First Name = John and Last Name = Doe, then it can be J.Doe), OR
  - FirstName.MiddleName.LastName



By default, your Last Name appears in the gray box:

If your Last Name appears incorrect and you wish to correct or change it, then:

- click on the “**click here if your last name is incorrect**” link. See the “NetID Account Management” screenshot below for details.
- type in your last name the way you want it to appear.
- click “**OK**” from this pop-up window:



5. Create **Password**: It must contain **all** of the followings:
  - at least 8 characters long
  - may NOT contain any 3 characters or more of your username, your first name or your last name
  - at least 3 of the following: lowercase letters, uppercase (capital) letters, numbers, and/or symbols (~!\$^&\*()\_+ -= {} | [] : " ' ; < > ? .)

BELLEVUE COLLEGE Register Online Services Canvas

# NetID Account Management

Search

NetID Home Create Account Update Password Forgot Password

## Create Account

**User Validation**

Your information has been verified! Please create your account using the fields shown below.

**Create Your Account**

Your **username** must be in one of the following forms: FIRSTNAME.LASTNAME, FIRST INITIAL.LASTNAME or FIRSTNAME.MIDDLE INITIAL.LASTNAME. Note: you may use your preferred name for the FIRSTNAME portion of your username. If you create an account in any other format, it will be deleted. Only letters, hyphens (-) and periods (.) are allowed in usernames, which are also limited to 20 characters in length.

Your **password** must be at least 8 characters long, may not contain any 3 characters or more of your username, your first name or your last name, if in that name they are separated by an underscore, hyphen, period, comma or space.

It must contain a variation of at least 3 of the following: lowercase letters, uppercase (capital) letters, numbers, and/or these symbols:  
 ( - ~ ` ! @ # \$ % ^ & \* ( ) + = \_ { } [ ] | \ : ; < > , . ? / ' " ) .

By default, LAST NAME appears here

**Requested Username:**

Enter FIRST NAME here . [ ] Check Availability

Click here if your last name is incorrect. ...and type in your CORRECT last name as it appears on your passport

**Password:** [ ] **Confirm Password:** [ ]

I agree to the terms & conditions listed in the documents at [the BC Policies website](#)

Create Account

**Need Help?**  
 Visit the [Technology Service Desk](#)

★ **Write down your username and password. Keep in a safe place.**

Your Bellevue College Email address will be like this:

*[firstname.lastname@bellevuecollege.edu](mailto:firstname.lastname@bellevuecollege.edu)*  
 (e.g., yourFirstName.yourLastName@bellevuecollege.edu  
 or whatever you created on #4 above)

### Log into your BC Email:

- Go to <http://email.bellevuecollege.edu>
- Input your username and password which you created on #4 and #5
  - User name: *whatever you created on #4* (NO NEED to add @bellevuecollege.edu)
  - Password: *(whatever you created on #5)*

### Forward your BC emails to your personal email account (Gmail, Yahoo, Hotmail...etc.)

- Log into your BC email account
- Go to **Settings**
- Go to **Mail**
- Click on **Forwarding**
- Input your personal email address
- Click "**Submit**"

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### Need Help?

Visit the [Technology Service Desk](#)

Call: 425-564-HELP (or 4357)

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### IMPORTANT:

- After you are done creating your BC Email, **please wait for 24-48 hours** before you can log back into the ISSPortal with your BC Email login information.
- **During this 24-48 hours waiting period, please do not log into the ISSPortal with your personal email login.** Otherwise, you will create a new account in the ISSPortal.