

# **“How To” Guide for Dual Enrollment and Early Admission Students**

## **How to Log into your BC One Access Account:**

- 1) Go to [www.broward.edu](http://www.broward.edu)
- 2) Click on “Login” at the top right of the website.
- 3) Log in to **BC One Access** using your “BC User ID” and “Password”.
- 4) Click “Continue”.
- 5) You will be brought to the menu of BC applications in **BC One Access**.  
(The first time you may have to answer some survey questions and set up your security questions.)

## **How to Search for Classes on the BC Home Page:**

- 1) Go to [www.broward.edu](http://www.broward.edu)
  - 2) Click on “Students” in the purple ribbon
  - 3) Scroll down and click on the tile marked “Course Finder”
  - 4) Type in the course ID number (ex. ENC1101) under “Search for Open Courses by Course ID”
  - 5) Select the term and campus and click “Search”
- \*\*\* If you find a class that you would like to register for, you can click on “Add to Cart” and follow the directions for registration.

## **How to Get your Registration Date:**

- 1) Log into **BC One Access**
- 2) Select “myBC”
- 3) Click on “Registration”
- 4) Click on “Registration Date”
- 5) The date listed is the earliest date you can register for classes.

## **How to use your BC Email account:**

- 1) Log into **BC One Access**
- 2) Click on the tile marked “Outlook Email”

## **How to Access BC Online/D2L:**

- 1) Log into **BC One Access**
- 2) Click on the tile marked “D2L” (you will be automatically logged in)

## **How to Drop/Withdraw from a Course:**

- 1) Log into **BC One Access**
- 2) Click on the tile “myBC”
- 3) Click on “Registration”
- 4) Click on “Add/Drop”
- 5) Choose your Term and click “Select Term”
- 6) Under the course you wish to drop/withdraw, click on “Drop Class”
- 7) To finalize your drop/withdrawal click on “Complete Transaction”

## How to Check Different Majors, Careers, & Salary Info.:

- 1) Go to [www.broward.edu](http://www.broward.edu)
- 2) Click on “Resources”
- 3) Click on “Career Services”
- 4) Click on tile marked “Career Exploration”
- 5) Use Career Coach, FOCUS or Virtual Job Shadow

## How to Access Program Maps:

- 1) Go to [www.broward.edu](http://www.broward.edu)
- 2) Click on “Academics”
- 3) Click on “Areas of Study”
- 4) Click on your desired “Pathway to Completion”
- 5) Scroll down and click on the accordion drop down menu for the degree you desire (A.A. or A.S.)

## How to Request your Official Transcripts:

- 1) Log into BC One Access
- 2) Select “myBC”
- 3) Click on “BC Transcripts” under the Quick Links Menu
- 4) Click on “Transcript Request”
- 5) Choose “Click Here” and choose “Begin Order” write year attended from and to and click “Next “
- 6) Choose, How you want to send it (pick up or mail/electronic) select when to release and reason for release.

**If you choose pick up**, write the person’s name authorized to pick up transcript.

**If mailing or sending electronically**, follow the prompts at the end and Click “Submit my order”.

*\*Note – Transcripts are \$5.00 and must be paid before transcript will be sent.*

## How to Register:

- 1) Log into BC One Access
- 2) Select “myBC”
- 3) Click “Registration”
- 4) Click Add/Drop
- 5) Choose the term and click “Select Term”
- 6) Type in the course ID #'s where indicated and click “Search Now”
- 7) You can narrow your search results by campus, time or subject area.
- 8) **DO NOT** narrow your search results to “dual enrollment” as you will only see courses that are listed for College Academy students or courses located at high school sites.
- 9) **If a course is listed as “restricted” you will need to choose another course section.**