“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
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
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
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
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.