

# HOW TO USE ADD CODES

TO LOGIN: VISIT [WWW.BARSTOW.EDU/](http://WWW.BARSTOW.EDU/)

SELECT "MY BARSTOW PORTAL" FROM THE MENU OPTIONS

The screenshot displays the Barstow Community College website. At the top, a navigation menu includes: HOME, ABOUT BCC, ACADEMIC AFFAIRS, STUDENT SERVICES, STUDENT SUCCESS & EQUITY, FOUNDATION, and DIRECTORY. The main content area features a large banner for the 2016 Commencement on May 20th at 3:00 pm, with the text 'NEW TIME - Same Place'. A 'Click Here for more information' link is present. To the right, a sidebar contains links for 'CALENDAR OF EVENTS', 'New Student Video', 'ACCREDITATION', 'STUDENT SUCCESS SCORECARD', and 'SalarySurfer'. At the bottom right, the 'my Barstow Portal' link is highlighted with a green arrow. The footer contains the text 'OUR VISION Empowering Students to Achieve Their Personal Best Through Excellence in Education'.

# SELECT “ENTER SECURE AREA”

[Enter Secure Area](#)  
[Apply for Admission](#)  
[General Financial Aid](#)  
[Campus Directory](#)  
[Class Schedule](#)  
[Course Catalog](#)  
[Barstow College Website](#)

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# USER ID: B NUMBER

## PIN: YOUR DATE OF BIRTH (MMDDYY)

### User Login

 Enter your Barstow Community College 'B' User ID and PIN and then click 'Login'.

**Your 'B' User ID:** All Barstow Community College students have been assigned an ID number that is 9 characters long that begins with 'B' followed by 8 randomly assigned numeric digits. If you do not know your B\*\*\*\*\* User ID, click the 'Need to find my BCC ID' button below.

**Your PIN:** Your initial Personal Identification Number is your MMDDYY date of birth, e.g. 032581 for March 25, 1981. During your first login, you will be prompted to change your PIN. If you have forgotten your PIN, enter your 'B' User ID and click the 'Forgot PIN?' button.

**Important Note:** If you attempt to login too many times using an invalid 'B' User ID and PIN your web access will be disabled. If you need your account re-enabled or if you need additional assistance, please contact Admissions & Records by phone at 760-252-2411, ext. 7236 or by email at [admit@barstow.edu](mailto:admit@barstow.edu)

To end your session, click 'Exit' and close your web browser when you are finished.

User ID:

PIN:

Login

Forgot PIN?

Need to find my BCC ID

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# SELECT STUDENT SERVICES

## Personal Information

Change your PIN and/or security questions, update your contact information and/or veterans classification

## Student Services

Register, view your records and/or account information

## Financial Aid

Apply for and/or view your status, eligibility and award information

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# SELECT REGISTRATION

[Personal Information](#)

**[Student Services](#)**

[Financial Aid](#)

Search

Go

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Services

### [Admissions](#)

Apply or re-apply for admission at CCCApply

### [Registration](#)

Check your registration status, class schedule and add or drop classes

### [Student Records](#)

View your holds, grades and transcripts

### [Student Account](#)

View your account summaries, statement/payment history and tax information

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# SELECT ADD OR DROP CLASSES

Add or Drop  
Classes link from  
this page is the  
**ONLY** place you  
can register or  
drop classes

The screenshot shows a student portal interface with three tabs: 'Personal Information', 'Student Services', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Registration' and contains a list of links. The link 'Add or Drop Classes' is circled in green. Below it, the text reads: 'Use this screen to add or drop classes for the selected term'. Other links include 'Select Term', 'Look Up Classes', 'Week at a Glance', 'Detailed Schedule', 'Registration Status', 'Update Student Term Data', 'Active Registration', 'Registration History', 'Concise Student Schedule', 'Schedule and Account Information', and 'Access Online Courses & Services'. At the bottom of the page, it says 'RELEASE: 8.7' and '© 2016 Ellucian Company L.P. and its affiliates.'

Personal Information Student Services Financial Aid

Search  Go

## Registration

[Select Term](#)  
Select the term you want to register or see information for

[Add or Drop Classes](#)  
Use this screen to add or drop classes for the selected term

[Look Up Classes](#)  
Search for available classes

[Week at a Glance](#)  
Your schedule by day and time

[Detailed Schedule](#)  
Display the courses you are enrolled in

[Registration Status](#)  
Displays various items which may affect your registration

[Update Student Term Data](#)  
Update changes in Educational Goal, Employment Hours, or Major

[Active Registration](#)  
Classes not officially considered complete for transcript purposes

[Registration History](#)  
Displays active as well as completed registrations

[Concise Student Schedule](#)  
Classes for which you are registered for the term

[Schedule and Account Information](#)  
View and print a detailed schedule and bill

[Access Online Courses & Services](#)  
Access Barstow College's online courses

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CLASS SEARCH OR ENTER CRN AND CLICK SUBMIT CHANGES

## Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Submit Changes

Class Search

Reset

# ADD CODE

Personal Information Student Services Financial Aid

Search  Go

Registration Add Authorization Code

**i** The section(s) below listed in "Incomplete" status ( )  
office for more information.

If you have a Registration Add Authorization code for

Status	Registration Add Auth Code	CRN	S
INCOMPLETE	<input type="text"/>	80210 A	

Validate Cancel

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HELP EXIT

Reg by the inst

ation gistered, oth

zation Code Required - Section Classes Started

Enter the 4 digit  
add authorization  
code here and  
select Validate.  
Once it's approved,  
you'll need to click  
"Submit Changes"

Verify you're  
officially  
enrolled by  
checking your  
schedule

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# VERIFY YOUR ADD CODE HAS BEEN APPROVED!

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
APPROVED	1792	80179	ARTS	18C	0	4.000	ADV. CERAMICS- WHEEL THROWING	APPROVED-ID Validated

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**\*\*\*Important: You must click "Submit Changes" in order to officially enroll once you've validated the authorization code! \*\*\***

# SUCCESSFUL REGISTRATION

Web Registered indicates you are successfully registered into the courses!

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on May 09, 2016	None ▼	80131	POLI	1	0	Undergraduate	3.000	Normal		Am Political Instit
**Web Registered** on May 09, 2016	None ▼	80191	BIOL	2	0	Undergraduate	4.000	Normal		Concepts In Biology
**Web Registered** on May 09, 2016	None ▼	80211	ENGL	1C	0	Undergraduate	3.000	Normal		Critical Thinking & Comp
**Web Registered** on May 09, 2016	None ▼	80188	HUMA	1	0	Undergraduate	3.000	Normal		Humanities Through The Arts