Introduction

BHCC Portal is a collaboration platform where college related Information and resources are found. The BHCC Portal gives everyone access to departmental sites and class sites, and it provides access to various college systems such as Web Advisor, Ellucian, Colleague UI, Moodle, Outlook. It is a one stop environment for all resources on campus. In this tutorial you will learn how to access the portal by logging in and logging out of BHCC Portal.

Log On to the Portal

**Step 1:** To begin, enter the URL [http://bhcc.mass.edu](http://bhcc.mass.edu) on the internet browser as shown below

![URL in browser](image1)

**Step 2:** Click the PORTAL link on the BHCC website, as shown below

![Portal link](image2)
- The Welcome Page appears as shown below

![Welcome Page](image1)

**Step 2:** Click **Log On** button

![Log On Button](image2)

The log on Page appears as shown below

![Log On Page](image3)
Step 3: Enter **Username**

Username: 

Step 4: Enter **Password**

Password: 

Step 5: Click **Log on** Button

Log On

Sign Out to the Portal

Step 6: Click on your name

Step 7: Click **Sign Out**, from the drop down list
**Step 8:** Click **Yes**, from the Pop up window

![Image of pop up window]

**Step 9:** Click **red X / Close Window** button to close the browser (i.e. Internet Explorer, Chrome, Firefox etc.) for security purposes.

![Image of browser window]

Congratulations you have successfully accessed your BHCC Portal account!

**Conclusion**

We Hope this guide was helpful!