Introduction

In this tutorial you will learn how to retrieve your username.

Remember Username

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

The Welcome Page appears as shown below.
Step 2: Click Don’t remember your Username? from the landing page.

The page to retrieve your Username appears as shown below.
Step 3: Enter **Last Name** in the required field.

![Last Name field]

Step 4: Enter **SSN** in the field provided. *(Optional)*

![SSN field]

Step 5: Enter **Student ID** number in the field provided.

![Student ID field]

Step 6: Click **Submit** button

![Submit button]

The welcome page will appear as shown below (with your name such as “mlmoose”).

![Welcome page]

Congratulations you have successfully retrieved your username!

**Conclusion**

We Hope this guide was helpful!