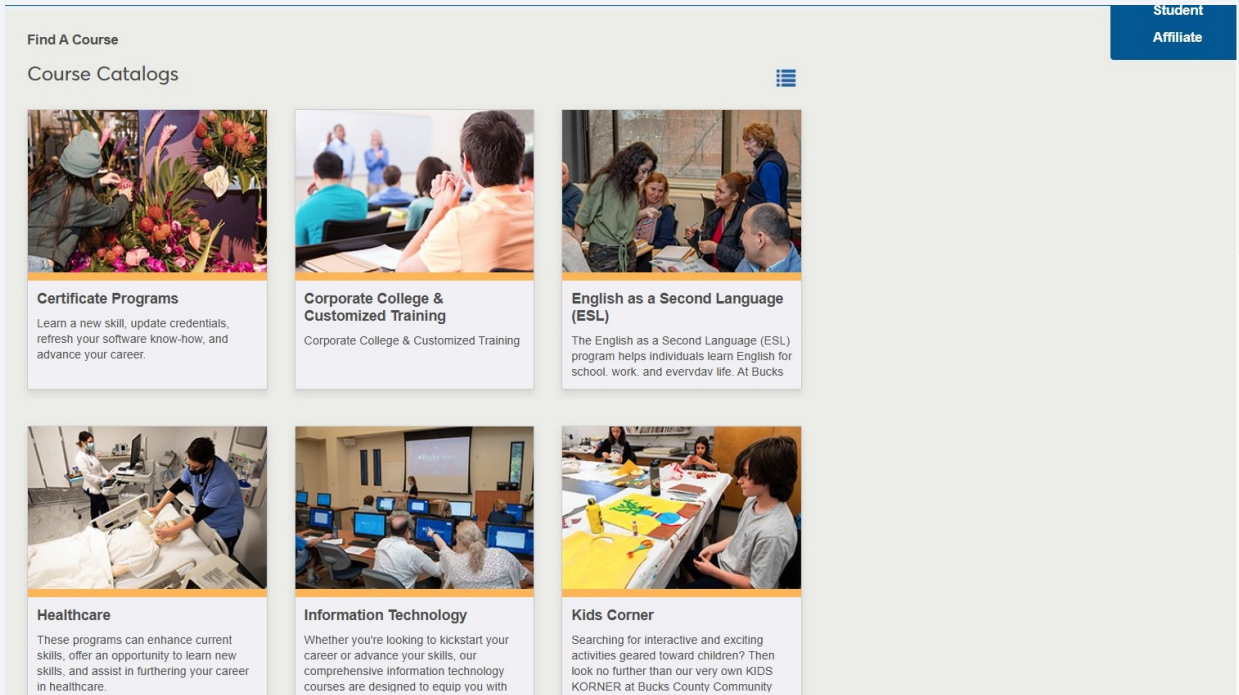


# Create and Update Student Account Profile

## 1 Navigate to [Course Catalogs](#)



Find A Course

Course Catalogs

**Certificate Programs**  
Learn a new skill, update credentials, refresh your software know-how, and advance your career.

**Corporate College & Customized Training**  
Corporate College & Customized Training

**English as a Second Language (ESL)**  
The English as a Second Language (ESL) program helps individuals learn English for school work, and everyday life. At Bucks

**Healthcare**  
These programs can enhance current skills, offer an opportunity to learn new skills, and assist in furthering your career in healthcare.

**Information Technology**  
Whether you're looking to kickstart your career or advance your skills, our comprehensive information technology courses are designed to equip you with

**Kids Corner**  
Searching for interactive and exciting activities geared toward children? Then look no further than our very own KIDS KORNER at Bucks County Community

Student Affiliate

## 2 Click "Login"

The screenshot shows the Bucks County Community College website. The top navigation bar is dark blue with white text for 'Find a Course', 'Find a Program', 'Academics', 'Enrollment', 'My Account', and 'Cart'. On the far right of the navigation bar, there is a 'Login' button with a dropdown menu containing 'Student' and 'Affiliate'. A red circle highlights the 'Login' button. Below the navigation bar, the page title is 'Find A Course' and 'Course Catalogs'. There are six course catalog cards arranged in a 2x3 grid. Each card has a header image, a title, and a short description. The cards are: 'Certificate Programs', 'Corporate College & Customized Training', 'English as a Second Language (ESL)', 'Healthcare', 'Information Technology', and 'Kids Corner'.

## 3 Click "Student"

This screenshot is identical to the one above, showing the Bucks County Community College website. The 'Login' button in the top right corner is highlighted with a red circle, and the 'Student' option in its dropdown menu is also highlighted with a red circle. The rest of the page content, including the navigation bar and course catalog cards, remains the same.

## 4 Click "Create Account"

BUCKS COUNTY COMMUNITY COLLEGE Login |

**Customer Login**

Login

Password

[LOGIN](#)

**Create a New Customer Account**

[Create Account](#)

[Reset Your Password](#)

[Reset Password](#)

[Recover Your Username](#)

[Recover Username](#)

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## 5 Click the "\* First Name" field and type in your first name.

BUCKS COUNTY COMMUNITY COLLEGE Login |

Create a New Customer Account

All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name

Middle Name

\* Last Name

\* Birthday

\* Email

\* Login

\* Password

Verify Password

\* Secret Question

\* Secret Answer

6

If you have a middle name, Click the "\* Middle Name" field and type in your middle name.

BUCKS COUNTY  
COMMUNITY COLLEGE

Login |

Create a New Customer Account

All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name

Middle Name

\* Last Name

\* Birthday    
(MM/dd/yyyy)

\* Email

\* Login

\* Password

Verify Password

\* Secret Question

\* Secret Answer

7

Click the "\* Last Name" field and type in your last name.

BUCKS COUNTY  
COMMUNITY COLLEGE

Login |

Create a New Customer Account

All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name

Middle Name

\* Last Name

\* Birthday    
(MM/dd/yyyy)

\* Email

\* Login

\* Password

Verify Password



\* Secret Question

\* Secret Answer

8

Click the "\* Email" field and type in your email. Please note-this email will be used for all correspondence including course confirmations.


Create a new Customer Account

 All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name


Middle Name

\* Last Name

\* Birthday    
(MM/dd/yyyy)

\* Email

\* Login

\* Password  

Verify Password

\* Secret Question

\* Secret Answer



I agree to [Terms and Conditions](#)

[CREATE](#) [BACK](#)

9

Click the "Login" field and type in the login you would like to use.


Create a new Customer Account

 All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name


Middle Name

\* Last Name

\* Birthday    
(MM/dd/yyyy)

\* Email

\* Login

\* Password  

Verify Password

\* Secret Question

\* Secret Answer

I agree to [Terms and Conditions](#)

[CREATE](#) [BACK](#)



If your login already exists you will be notified when you click on Create at the end to modify this.

10

Click the "\* Password" field and type in your password. You will then click on the "Verify Password" field and type the password again .

The screenshot shows a registration form with the following fields and values:

- \* First Name: Bucks
- Middle Name: (empty)
- \* Last Name: Tests
- \* Birthday: 01/02/2001 (MM/dd/yyyy)
- \* Email: buckstest01@gmail.com
- \* Login: BTest021
- \* Password: (masked with dots)
- Verify Password: (masked with dots)
- \* Secret Question: What was your childhood nickname?
- \* Secret Answer: (empty)

At the bottom, there is a checkbox for "I agree to Terms and Conditions" and two buttons: "CREATE" and "BACK".



### Password Hints

- Must include at least 2 alphabetical and at least 2 non-alphabetical characters
- Minimum Password length is 9 and maximum 30
- Your password cannot include any character repeated 3 or more consecutive times
- Your password cannot contain your username or your username reversed
- Your password cannot contain whitespace characters such as spaces, tabs, line feeds, and carriage returns
- You cannot re-use your previously used passwords

11

You can click on the "Secret Question" dropdown to select the question of your choosing. Click the "\* Secret Answer" field and provide an answer to that question.

The screenshot shows a registration form with the following fields and values:



- \* First Name: Bucks
- Middle Name: (empty)
- \* Last Name: Tests
- \* Birthday: 01/02/2001 (MM/dd/yyyy)
- \* Email: buckstest01@gmail.com
- \* Login: BTest021
- \* Password: (masked with dots)
- Verify Password: (masked with dots)
- \* Secret Question: What was your childhood nickname? (dropdown menu)
- \* Secret Answer: (empty text input field, highlighted with an orange circle)

At the bottom of the form, there is a checkbox for "I agree to Terms and Conditions" and two buttons: "CREATE" and "BACK".



You will need to remember your answer in the event you forget your password.


## 12 Click the "I agree to Terms and Conditions" field.

 All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name


Middle Name

\* Last Name

\* Birthday    
(MM/dd/yyyy)

\* Email

\* Login

\* Password  



Verify Password

\* Secret Question

\* Secret Answer

I agree to [Terms and Conditions](#)


## 13 Click "Create"

 All fields marked with an asterisk (\*) are required.  
 Dates should be typed in the format mm/dd/yyyy.

\* First Name


Middle Name

\* Last Name

\* Birthday    
(MM/dd/yyyy)

\* Email

\* Login

\* Password  

Verify Password

\* Secret Question

\* Secret Answer

I agree to [Terms and Conditions](#)

## 14 Click this button field.

**Create a New Customer Account**

All fields marked with an asterisk (\*) are required.  
Dates should be typed in the format mm/dd/yyyy.

\* First Name

Middle Name

\* Last Name

\* Birthday   
(MM/dd/yyyy)

\* Email

\* Login

\* Password

Verify Password

\* Secret Question

\* Secret Answer

I agree to [Terms and Conditions](#)

Thank you for creating an account. You may now log in! [GO TO LOGIN](#)

## 15 Click the "Login" field and type in your Login information.

**BUCKS COUNTY COMMUNITY COLLEGE** Login

**Customer Login**

Login

Password

[LOGIN](#)

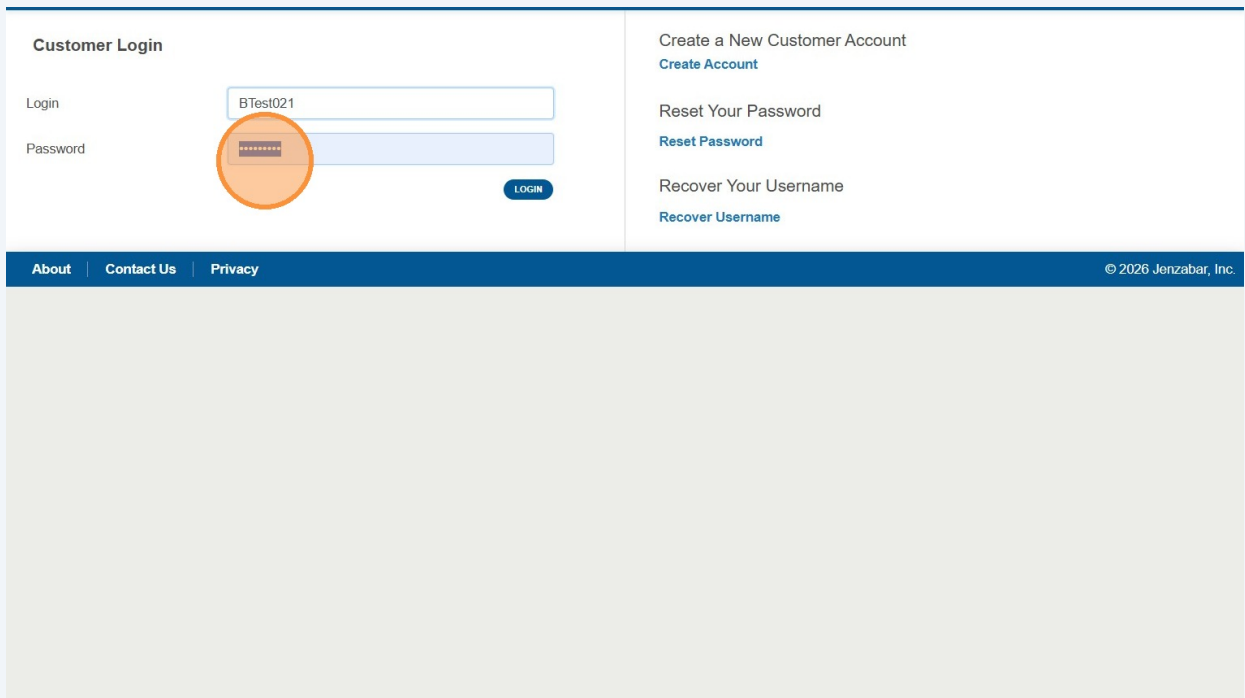
[Create a New Customer Account](#)  
[Create Account](#)

[Reset Your Password](#)  
[Reset Password](#)

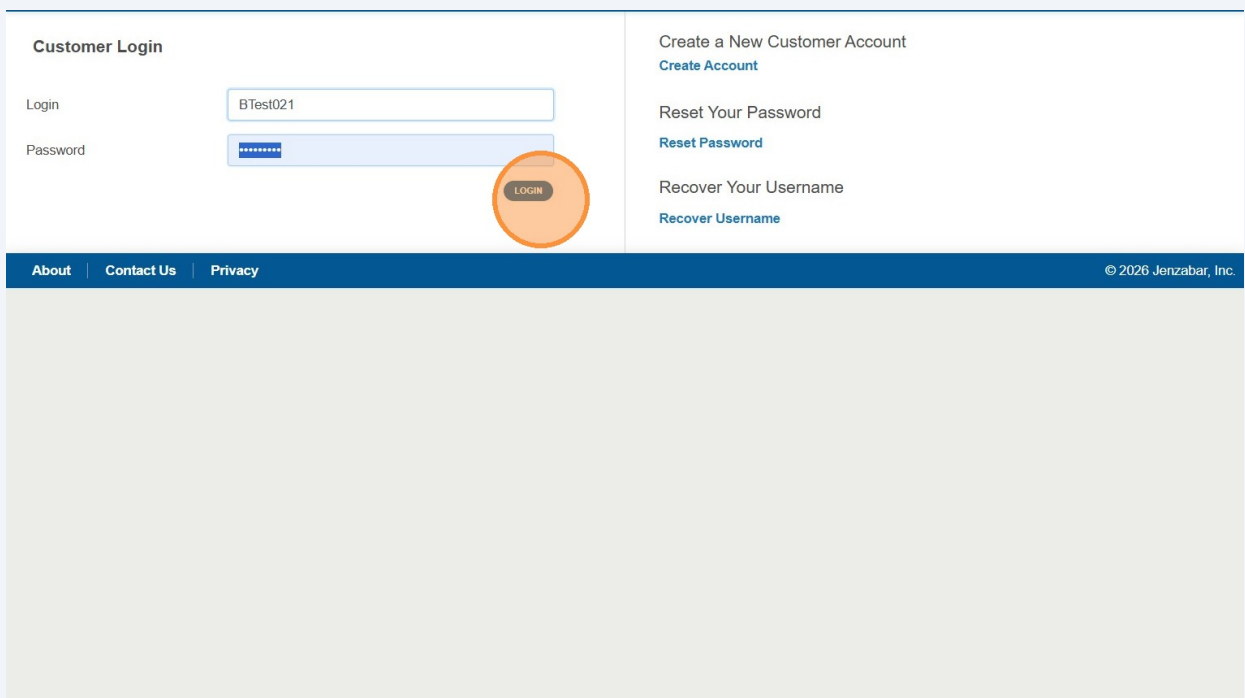
[Recover Your Username](#)  
[Recover Username](#)

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**16** Click the "Password" field and type in your password.



**17** Click "Login"



## 18 Click "My Account"

The screenshot shows the Bucks County Community College website. The navigation bar includes links for "Find a Course", "Find a Program", "Academics", "Enrollment", "My Account", "Ca", "Bucks Tests (8003919)", "Logout", and a shopping cart icon. The "My Account" menu is open, listing options such as "Update Profile", "Update Account", "Change Password", "Manage Address Book", "Contact Management", "Order History", "Payment History", "Pay Balances", "Cash Account Balances", "Registrations", "Registration Codes", and "Request Personal Data". The main content area features a "Find A Course" section with "Course Catalogs" and six program cards: "Certificate Programs", "Corporate College & Customized Training", "English as a Second Language (ESL)", "Healthcare", "Information Technology", and "Kids Corner".

## 19 Click "Update Profile"

This screenshot is identical to the one above, showing the Bucks County Community College website. The "My Account" dropdown menu is open, and the "Update Profile" option is highlighted with a red circle, indicating the next step in the process.



You will want to complete all required fields under profile.

## 20 Select your legal "Gender"

Prefix

\* First Name

Middle Name

\* Last Name

Suffix

### Personal Information

\* Birthday

(MM/dd/yyyy)

\* Gender

Gov ID

(xxx-xx-xxxx)

### Ethnicity

Are you Hispanic or Latino?


Select one or more of the following races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

21 Click your "Ethnicity" field. Multiple choices are permitted in this field.

Suffix

Personal Information

\* Birthday    
(MM/dd/yyyy)

\* Gender

Gov ID   
(xxx-xx-xxxx)

**Ethnicity**

Are you Hispanic or Latino?

Select one or more of the following races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Billing Address

First name and Last name same as profile?

First Name

Last Name

22 Click the "First name and Last name same as profile?" field. This will auto-generate your first and last name.

(xxx-xx-xxxx)

Ethnicity

Are you Hispanic or Latino?

Select one or more of the following races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Billing Address

First name and Last name same as profile?

First Name

Last Name

\* Address Line 1

Address Line 2

Address Line 3

\* City

\* State/Province

23

Click the "\* Address Line 1" field to add your street address. You can click and add into "Address Line 2" and "Address Line 3" as needed.

Are you Hispanic or Latino?

Select one or more of the following races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Billing Address**

First name and Last name same as profile?

First Name

Last Name

\* Address Line 1

Address Line 2

Address Line 3

\* City

\* State/Province

\* Postal Code

Country

24

Click the "State/Province" field and choose your state from the dropdown.

Are you Hispanic or Latino?

Select one or more of the following races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Billing Address**

First name and Last name same as profile?

First Name

Last Name

\* Address Line 1

Address Line 2

Address Line 3

\* City

\* State/Province

\* Postal Code

Country

**25** Click the "\* Postal Code" field and enter your zip code.

Are you Hispanic or Latino?

Select one or more of the following races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Billing Address**

First name and Last name same as profile?

First Name

Last Name

\* Address Line 1

Address Line 2

Address Line 3

\* City

\* State/Province

\* Postal Code

Country

**26** Verify the country listed is correct. If not, click on the "Country" field dropdown and select the correct country.

same as profile?

First Name

Last Name

\* Address Line 1

Address Line 2

Address Line 3

\* City

\* State/Province

\* Postal Code

Country

**Contact**

\* Telephone Number

\* Email Address

[SAVE](#)

[Back to shopping](#)

27 Click the "\* Telephone Number" field and type in your telephone number.

A screenshot of a registration form. The form includes the following fields: State/Province (Pennsylvania), Postal Code (18974), and Country (UNITED STATES (THE)). Under the 'Contact' section, the Telephone Number field is highlighted with an orange circle, and the Email Address field is highlighted with a blue border. Below these fields are the 'Relationships' section with an 'ADD RELATIONSHIP' link, a 'SAVE' button, and a 'Back to shopping' link.

28 Click the "\* Email Address" field and add email if needed. This should autopopulate based on account creation.

A screenshot of a registration form, identical to the one above. In this version, the Telephone Number field is highlighted with a blue border, and the Email Address field is highlighted with an orange circle. The other fields and navigation elements remain the same.

29 Click "Add Relationship"

Country: UNITED STATES (THE) ▼

Contact

\* Telephone Number:

\* Email Address:

Relationships

**ADD RELATIONSHIP**

SAVE

[Back to shopping](#)

30 Click the "\* Organization" field and start typing in the organization you are associated with. Click on the correct organization. Note-If your organization does not appear the organization may need to reach out to Public Safety Training.

Country: UNITED STATES (THE) ▼

Contact

\* Telephone Number:

\* Email Address:  Email Address can not be blank

Relationships

\* Organization:  (highlighted with orange circle) ✕

\* Role:

Share Personal Information?

**ADD RELATIONSHIP**

SAVE

**31** Click on the "Role" Field and select the "Employee" option.

This screenshot shows a form with several sections: Country (UNITED STATES (THE)), Contact (Telephone Number, Email Address), and Relationships (Organization, Role). The 'Role' dropdown menu is open, showing 'Employee' as the selected option, which is highlighted with an orange circle. A red error message 'Email Address can not be blank' is visible next to the empty email address field. At the bottom, there are 'ADD RELATIONSHIP' and 'SAVE' buttons.

**32** Click the "Share Personal Information?" field.

This screenshot shows the same form as above, but with the 'Share Personal Information?' checkbox highlighted by an orange circle. The 'Role' dropdown menu is still open, showing 'Employee' as the selected option. The 'Email Address can not be blank' error message is still present. The 'ADD RELATIONSHIP' and 'SAVE' buttons are visible at the bottom.

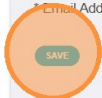


If you are associated to more than one organization, you can click on add relationship again and add the next organization.

### 33 Click "Save"

same as premier

First Name	Bucks
Last Name	Tests
* Address Line 1	123 Test Ave
Address Line 2	
Address Line 3	
* City	Newtown
* State/Province	Pennsylvania
* Postal Code	18974
Country	UNITED STATES (THE)
Contact	
* Telephone Number	215-222-1122
* Email Address	buckstest01@gmail.com



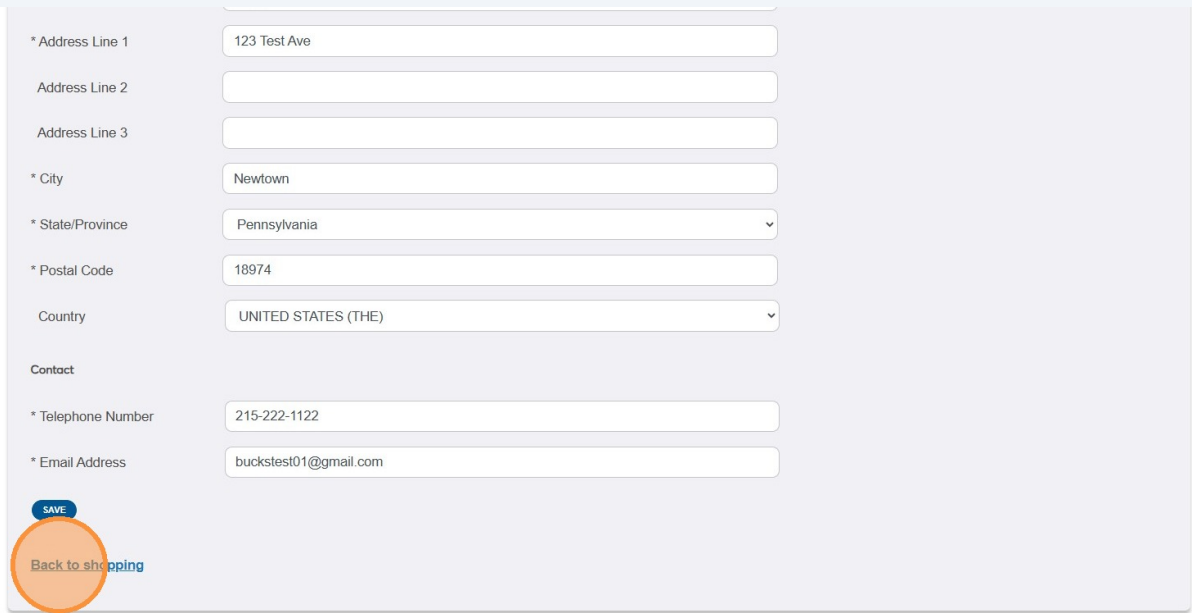
[Back to shopping](#)



If a field is missing the screen will mark that missing field in red and also identify this information for you at the top of the screen.

Relationships will sit as pending until the organization approves the relationship.

## 34 Click "Back to shopping"



\* Address Line 1 123 Test Ave

Address Line 2

Address Line 3

\* City Newtown

\* State/Province Pennsylvania

\* Postal Code 18974

Country UNITED STATES (THE)

Contact

\* Telephone Number 215-222-1122

\* Email Address buckstest01@gmail.com

SAVE

[Back to shopping](#)

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This will take you back to the Course Catalog screen. You can now search and register for courses.