

# BC3 Online Application Instructions

To take CWHS classes through BC3 you must apply to and be accepted as a student at BC3. Follow the directions below to complete this task.

- Step 1:** Open [www.bc3.edu/app-portal](http://www.bc3.edu/app-portal) and Sign up
- Use a personal email address not your HS email
- Step 2:** Choose MyBC3Application
- Step 3:** Start New Application
- Step 4:** Student Type = **High School Programming Student**  
Program = **College Within the High School**  
Term = **semester your course will begin**  
Input information requested
- Step 5:** Print **High School Programming Student Information Release** form
- Step 6:** Complete form
- You are the student name
  - Your parent, guardian, spouse, etc. is Person Granted Access
  - Hand Sign your Signature at the bottom of the form
  - Scan document as a PDF and use the upload button at far right to add the form to your application
- Step 7:** Print **Student Certification & Parental Permission** form
- Step 8:** Complete form
- Print and hand-sign your Signature on the form
  - Have your parent print and hand-sign their signature on the form
  - Scan document as a PDF and use the upload button at far right to add the form to your application
- Step 9:** Review Application – you must **Verify & Submit** your completed Application
- Step 10:** Watch your email account within 24 hours for a message from BC3
- Step 11:** After you receive an email, log back in to [www.bc3.edu/app-portal](http://www.bc3.edu/app-portal)
- Step 12:** Go to Enrollment Steps
- Here is your BC3 ID# and your BC3 email login information
  - Set up your MultiFactor Authentication on your phone

If you need assistance with Step 12 contact the BC3 Help Desk at [724-287-8711](tel:724-287-8711) ext. 8441

Need more information?

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