

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. As the student, you need to complete the application not your parent completing it for you.

- Step 1:** Open www.bc3.edu/app-portal and Sign up
- Use a personal email address not your HS email
 - DO NOT USE THE SAME EMAIL AS YOUR SIBLING OR YOUR PARENT
- Step 2:** Choose MyBC3Application
- Step 3:** Start New Application
- Step 4:** Student Type = **High School Programming Student**
Program = **College Within the High School (ECP selects this too)**
Term = **semester your course will begin**
Input information requested
- Step 5:** Review Application – you must **Verify & Submit** your completed Application

Your application cannot be processed until BC3 receives your unofficial HS transcripts

*****VERY IMPORTANT*****

- Step 6:** When your application is processed, watch your email account for a message from BC3
- Step 7:** After you receive the email, log back in to www.bc3.edu/app-portal
- Step 8:** Go to Enrollment Steps, follow directions to set up your account
- Here is your BC3 ID# and your BC3 email login information
 - Set up your Multifactor Authentication on your phone
 - This will provide you access to MyBC3 and allow you to:
 - View your grades
 - View your schedule
 - Order your BC3 transcripts
 - Access your BC3 email
 - View your invoice
 - Pay your bill online

If you need assistance with Step 8 contact the BC3 Help Desk at [724-287-8711 ext. 8441](tel:724-287-8711)

Need more information?

James Frank, Assistant Director of High School Programs

[724-284-8520](tel:724-284-8520) or at hsp@bc3.edu