Quick Guide to Create BC Student Email

You will need:
1. **SID** - Student ID Number (950-xx-xxxx)
2. **PIN** - Personal ID Number (Your PIN is usually your birth date in MMDDYY format)
   (e.g., If your birth date is December 31, 1996 (=12/31/96), your PIN is **123196**)

Step 1. Create BC Student Account

1. Go to [https://www.bellevuecollege.edu/netid](https://www.bellevuecollege.edu/netid)
2. Click on “Create Your Account”
3. Enter your SID, PIN, and Birth Date

Step 2. Create your username and password

1. Input your Username
   → Username Format is: FirstName.LastName (e.g., john.doe)
2. Create Password
   → At least 8 characters long
   → Must contain at least:
      - 1 UPPERCASE LETTER (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
      - 1 lowercase letter (abcdefgijklmnopqrstuvwxyz)
      - 1 number (1234567890) / symbol (~!$^&*()_+={}[]:"';<>?.)

★**DO NOT FORGET YOUR PASSWORD!!!** Write down your username and password. Keep in a safe place.

Your Bellevue College Student Email address will be like this:
   → **firstname.lastname@bellevuecollege.edu**
     (e.g., john.doe@bellevuecollege.edu)

3. **Forward** your BC student emails to your personal email account (Gmail, Yahoo, Hotmail…etc)
   → Input your personal email address
   → Click [Submit]

Step 3. Login to your account (24 hours after you created your account)

1. Go to [http://mail.bellevuecollege.edu](http://mail.bellevuecollege.edu)
2. Input your username and password which you created on Step 2
   → User name: firstname.lastname (NO NEED to add @bellevuecollege.edu)
   → Password: **********

**Need Help?**

Contact the Help Desk at

Website: [http://www.bellevuecollege.edu/servicedesk/](http://www.bellevuecollege.edu/servicedesk/)
Call: 425-564-HELP (or 4357)  Ask in person: Computer Lab in N250 or T217

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