For BCC English/ESL Faculty –

How to Login to the BCC English/ESL Faculty Website at

http://www.berkeleycitycollege.edu/wp/english-faculty/

Accounts were created for all English and ESL faculty using emails provided by Jenny Lowood and usernames matching your PROMT login. An email was sent to you in mid-September 2011 with your login username and password.

1. To login, please go to the English Department website and click on the link at the bottom of the right hand column under “Other BCC Sites”. The link is named “BCC English/ESL Faculty Site”.

http://www.berkeleycitycollege.edu/wp/english-faculty/
2. You must login to access this website. Your username should be the same as your PROMT login, and your password was emailed to you last September 2011. Jenny provided the email addresses – many of them were private addresses (not @peralta.edu)

To Reset Your Password:

a) If you do not know your password, then you can reset it by clicking on the “Lost your password” link beneath the Login button.
b) Next, you’ll be asked to enter either your username or your email address, and it will send an email to you.

c) Read your email to find the message sent by www.berkeleycitycollege.edu. It has a link in it that you must click. Here is a copy of what the message should say. Click on this link back to the website:

[Image of an email showing password reset message]

Someone requested that the password be reset for the following account:

http://www.berkeleycitycollege.edu/wp/
Username: bccstudent02
If this was a mistake, just ignore this email and nothing will happen.
To reset your password, visit the following address:

<http://www.berkeleycitycollege.edu/wp/wp-login.php?action=rp&key=JEiB3UEnjX6wNGoHGrF3&login=bccstudent02>
d) The system will ask you to enter a new password – please keep a record of the new password:

![New Password Input](image-url)

**New password**

**Confirm new password**

*Strength indicator*

*Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! ? $ % ^ &."

**Reset Password**

If you need help with your username or password, please send us an email at:

support@eberkeley.org

--- BCC Web Support, 3/20/12