Student Planning Instruction Guide
For BCC Faculty

How to Access Self Service & Access Student Records
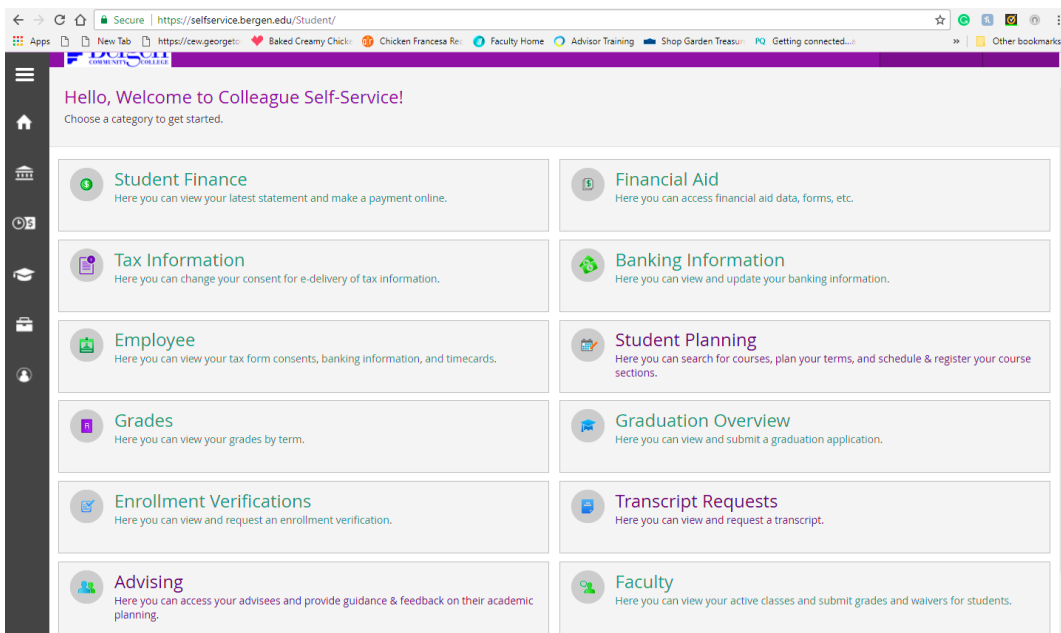
Step 1: Login

- Go to my.bergen.edu and login to the BCC Portal
- Find *Self Service Menu* (lower right) and click on *Web Advisor for Faculty*
- Select *Self Service*
- If prompted to sign in, use the same credentials you use for Portal/Moodle

Step 2: Accessing Student Records

- Select ADVISING from the home screen (Access will vary)

Step Three: Find a Student

- Search for students by the student's BCC ID number or the first & last name