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