

# Login to myBlackHawk

- Go to [www.bhc.edu](http://www.bhc.edu)
- Click on **myBlackHawk** link at the top of the page
- Type in your User Name:
  - This is usually the first letter of your first name and part of or all of your last name and a number. If you don't know your user name refer to the instructions below on how to get it.
- Type in your Password:
  - Initial password is your birth date (MMDDYY) or last 6 digits of BHC student ID#
- Once you are logged in for the first time, you will need to:
  - Create a new password
  - Answer the at least 2 security questions – one word lower case answers are best

## Don't know your myBlackHawk User Name?

- On myBlackHawk login page, click on **Forgot Username?** link in the Secure Access Login box.



The screenshot shows a login box titled "Secure Access Login". It contains two input fields: "User Name:" and "Password:". Below these fields are two buttons: "Login" and "Cancel". Under the buttons, there is a link that says "Having problems logging in? Click here." Below this link are two more links: "Forgot Username?" and "Forgot Password?". Below these links is a link for "ITS Help Desk Hours". A black arrow points from the "Forgot Username?" link to the left, towards the text "Don't know your myBlackHawk User Name?" in the section header above.

- Enter the following information;
  - Your Social Security Number (without dashes – XXXXXXXXX)
  - Your Last Name
  - Your Birth Date
- Click **Get My ID!**

## Pay your bill via myBlackHawk:

- Login to your myBlackHawk
- Click on the **Academics/Student** tab
- Under **Academic Services** (located in the middle of the page), click on **Students click here to:**
- Click on **Student Account**
- Click on **Account Summary**
- Click on **Make a Payment** (at the bottom)
- From the dropdown menu select the term to make the payment for and click **Submit**
- Choose your payment method and enter all required information then click **Submit**