

Viking Portal

Password Help Guide

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Viking Portal Help Guide Objectives

What is Viking Portal?

Viking Portal is LBCC's Single Sign-on and Multi-Factor Authentication system designed to support you in resetting/changing your LBCC password and accessing online applications in one location.

In this guide you will learn:

1. How to **reset** your password (if you are a **new student** or have **forgotten your password**).
2. How to **change** your password to update it for security (**this is recommended to do regularly**).
3. How to **login and navigate** within Viking Portal.

What will you need?

You will need to know your **Student Viking ID #** and have **access to your personal email account/phone number** you have on file with Long Beach City College.

If you do not know your Student Viking ID #, or do not have access to your email account/phone number on file, you may reach out to **Admissions & Records** to obtain your ID and/or update your contact information: <https://www.lbcc.edu/admissions-aid>

Reset Password (New Student or Forgotten Password)

Step 1: Go to <https://portal.lbcc.edu/sso> to access Viking Portal.

Step 2: Type in your Student Viking ID # and then click on New/Forgot Password.

VIKING PORTAL

VikingID / EmployeeID

Password

LB LONG BEACH
CITY COLLEGE

Login Change Password **New/Forgotten Password**

Reset Password (New Student or Forgotten Password)

- A One Time Passcode (OTP) will be sent to you in the method noted on the screen.
 - ❑ For this example, the OTP has been sent via email.
- You do have the choice to send your OTP in different methods (via text & phone call).
- To change where you access your OTP, click on [Problems with the OTP?](#) to locate your options.

NEW OR FORGOTTEN PASSWORD

A One Time Passcode (OTP) has been emailed to:
[XXXXXXXXXXXX@gmail.com](#)

It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

VikingID / EmployeeID

Requested Action Reset Forgotten Password

One Time Passcode (OTP)
[Problems with the OTP?](#)

Step 3: Type your OTP in the space provided.

Step 4: click [Continue](#).

Reset Password (New Student or Forgotten Password)

Step 5: Create a password and then confirm it.

Step 6: Click **Continue**

NEW OR FORGOTTEN PASSWORD

Please enter your new password in the fields below.

Password Complexity Rules
Your new password must satisfy the following rules:

- Must be at least **7** characters long
- Must have at least **1** uppercase character
- Must have at least **1** numeric character

VikingID / EmployeeID

Requested Action Reset Forgotten Password

New Password

Confirm Password

Tip: Note the complexity rules. IITS suggests the use of passphrases for added security.

❖ For example: *Afternoon Tea @ 4pm*

Reset Password (New Student or Forgotten Password)

CONGRATUATIONS!

You have successfully reset your password.

As a friendly reminder, **NEVER** share your password with **anyone**.

Password Successfully Set

[Continue logging in](#)

Now that you have reset your password, you are welcome to log in to see what is available to you.

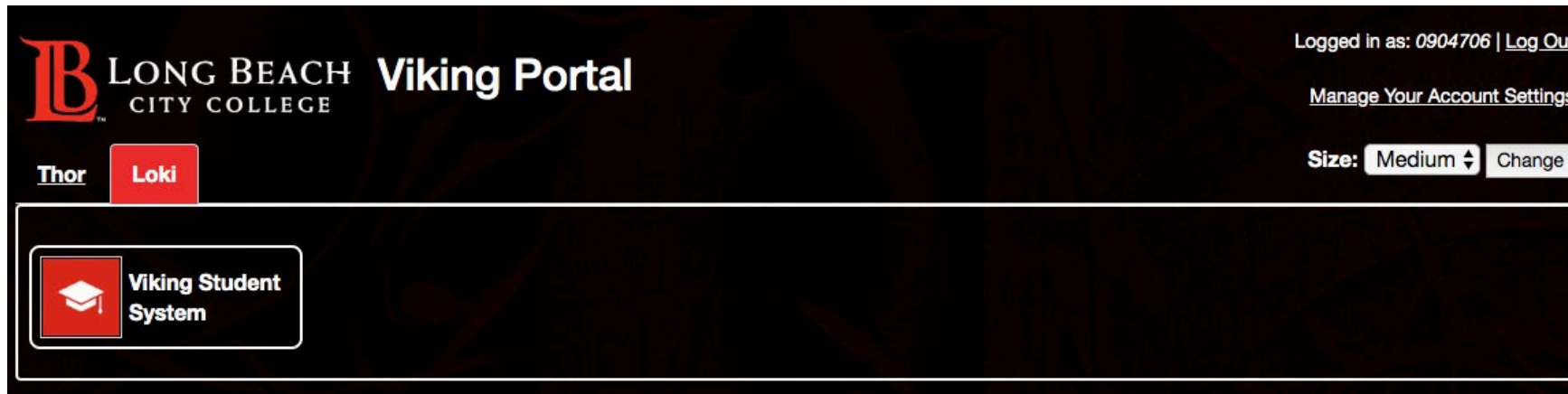
[Go to the next slide for a preview.](#)

Reset Password (New Student or Forgotten Password)

Congratulations! You're in! Within Viking Portal, you have access to online platforms.

Check under the **Thor & Loki tabs** to see what is available to you. Note that this list will change and grow as more online platforms are added. Check back under both tabs!

Under **Manage your Account Settings**, you will find options to change your OTP delivery method, identify what phone/email are on file for you, & more.



Quick link to navigate back to Viking Portal: <https://portal.lbcc.edu/sso>

Change Password (Update Current Password)

Step 1: Go to <https://portal.lbcc.edu/sso> to access Viking Portal.

Step 2: Type in your Student Viking ID # and then click on New/Forgot Password.

VIKING PORTAL

VikingID / EmployeeID
0123456

Password

B LONG BEACH
CITY COLLEGE

Login Change Password New/Forgotten Password

Change Password (Update Current Password)

Step 3: Type in your current password.

Step 4: Click **Continue**

CHANGE PASSWORD

Please provide your current password then click the 'Continue' button

VikingID / EmployeeID 0123456

Password *****

Continue **Cancel**

Change Password (Update Current Password)

- A One Time Passcode (OTP) will be sent to you in the method noted on the screen.
 - For this example, the OTP has been sent via email.
- You do have the choice to send your OTP in different methods (via text & phone call).
- To change where you access your OTP, click on [Problems with the OTP?](#) to locate your options.

Step 3: Type your OTP in the space provided.

Step 4: click [Continue](#).

The screenshot shows a mobile interface for changing a password. At the top is a red header with the text "CHANGE PASSWORD". Below the header, the text reads: "A One Time Passcode (OTP) will be delivered as an email to: [Axxxxxxxxxxxx@gmail.com](#)". It then states: "It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue." There are two input fields: "VikingID / EmployeeID" with the value "0123456" and "One Time Passcode (OTP)" with the value "OTP Example: 123456". Below the second field is a link: "[Problems with the OTP?](#)". At the bottom are two buttons: "Continue" and "Cancel".

Change Password (Update Current Password)

Step 4: Create a password.

Step 5: Confirm password.

Step 6: Click **Continue**

- **Tip:** Note the complexity rules. IITS suggests the use of passphrases for added security.
- For example: *Afternoon Tea @ 4pm*

CHANGE PASSWORD

Please provide your new password, confirm it then click the 'Continue' button

Password Complexity Rules
Your new password must satisfy the following rules:

- Must be at least **7** characters long
- Must have at least **1** uppercase character
- Must have at least **1** numeric character

VikingID / EmployeeID: 0123456

New Password: *****

Confirm Password: *****

Continue Cancel

Change Password (Update Current Password)

CONGRATUATIONS!

You have successfully reset your password.
As a friendly reminder, **NEVER** share your password with **ANYONE**.

Password Successfully Set

[Continue logging in](#)

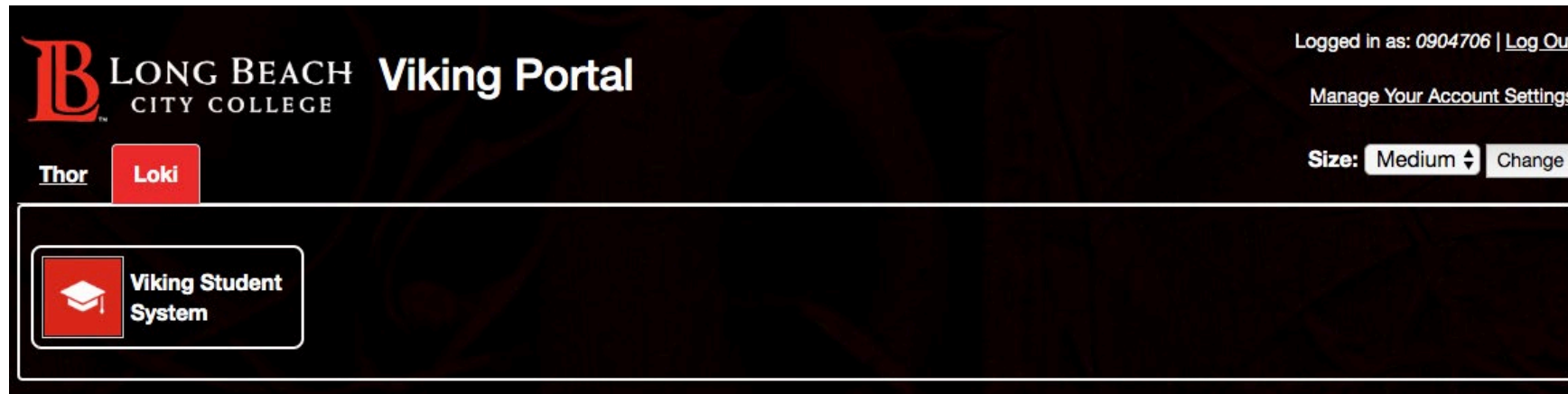
Quick link to return to Viking Portal: <https://portal.lbcc.edu/sso>

Change Password (Update Current Password)

Congratulations! You're in! Within Viking Portal, you have access to online platforms.

Check under the **Thor & Loki tabs** to see what is available to you. Note that this list will change and grow as more online platforms are added. Check back under both tabs!

Under Manage your Account Settings, you will find options to change your OTP delivery method, identify what phone/email are on file for you, & more.



Quick link to navigate back to Viking Portal: <https://portal.lbcc.edu/sso>

Login & Navigate Viking Portal

Step 1: Go to <https://portal.lbcc.edu/sso> to access Viking Portal.

Step 2: Type in your Student Viking ID # and Password. Click Login.

VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LB LONG BEACH
CITY COLLEGE

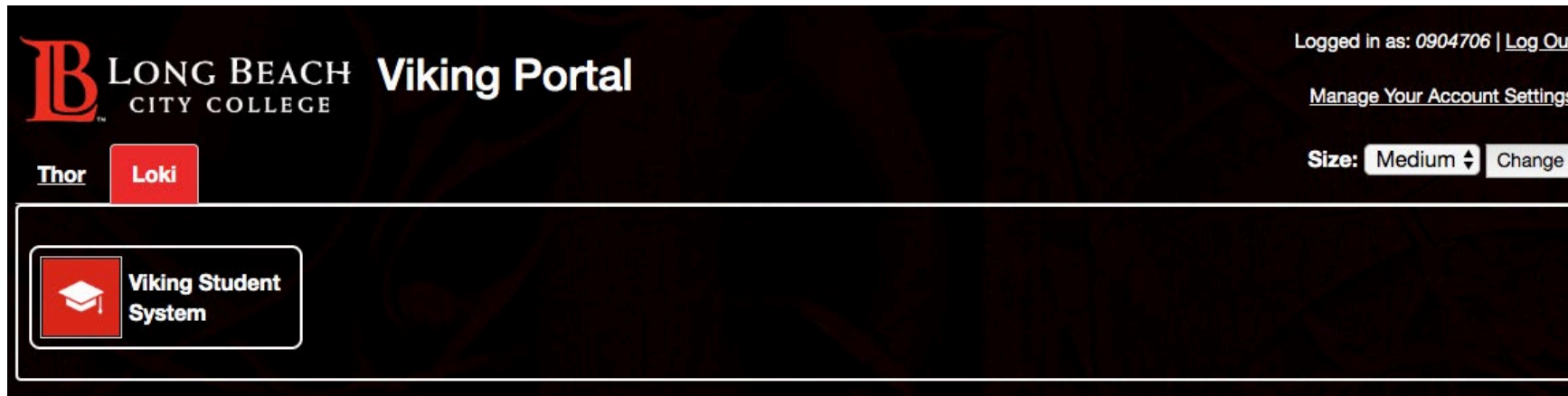
Login Change Password New/Forgotten Password

Login & Navigate Viking Portal

Congratulations! You're in! Within Viking Portal, you have access to online platforms.

Check under the **Thor & Loki tabs** to see what is available to you. Note that this list will change and grow as more online platforms are added. Check back under both tabs!

Under **Manage your Account Settings**, you will find options to change your OTP delivery method, identify what phone/email are on file for you, & more.



Quick link to navigate back to Viking Portal: <https://portal.lbcc.edu/sso>