# HOW TO: Create your Viking Student Login

**DIRECTIONS:** Once you've applied to Long Beach City College and have received your Viking Student ID #, you can then create your Viking Student Portal and password.

#### 1. Go to www.lbcc.edu 2. Click "Log In" to access the click on "Quicklinks," & Viking Portal. select "Viking Student Login" $(\mathbf{\hat{t}})$ ≣ & <u>A</u> Q QUICKLINKS APPLY NOW Welcome to LBCC ~ nic Calenda us Life Offices Directory Register Today ADDIV NOW Log In Browse Schedule Campus Maps Curriculum Database ê 🌖 🖪 Giving to LBCC Return to Campus /iking Employee Login na Student Loain 3. Click on "New/Forgotten Password" 4. Insert your Viking ID Number to create your portal. (7 digit number - begins with 0 or 1) VIKING PORTAL NEW OR FORGOTTEN PASSWORD A One Time Passcode (OTP) has been sent to your phone LONG BEACH t could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue. CITY COLLEGE VikingID / EmployeeID VikingID / EmployeeID XXXXXXX sted Action Reset Forgotten Pass ine Time Passcode (OTP Login Continue 5. A "One Time Passcode" will be 6. Create your Viking Portal password sent to you via email or text. by following the password requirements. Click "Continue." Insert the 6-digit code once received. NEW OR FORGOTTEN PASSWORD NEW OR FORGOTTEN PASSWORD A One Time Passcode (OTP) has been sent to your phone: Password Complexity Rules It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue. ingID / EmployeeID XXXXXXX Requested Action Reset Forgotten Passwo One Time Passcode (OTP) XXXXXX

#### HAVING PROBLEMS WITH YOUR ONE TIME PASSCODE (OTP)? See Page 2 on the back.



Contin

For further assistance, contact our Welcome Center **Email: getstarted@lbcc.edu | Phone: (562)938-4049** 

# Problems With One Time Passcode (OTP)

**DIRECTIONS:** If you have issues receiving your OTP, you can always request a code using another delivery method.

## 1. Click "Problems with this authentication option?"



NOTE: If you are unable to receive an OTP via phone or email, select Option #3 to contact the Student Technology Help Desk at (562) 938- 4250.

2. Email xxxxxx@lbcc.edu o Send OTP in email

3. Student Technology Helpdesk (562-938-4250)

<u>Contact Help Desk to receive OTP</u>

## 2. Select an alternative authentication option.

You have the following authentication options:

- 1. Phone xxx-xxx-• Send OTP as SMS
- 2. Email xxxxxxx@lbcc.edu • Send OTP in email
- 3. Student Technology Helpdesk (562-938-4250) <u>Contact Help Desk to receive OTP</u>

