

Viking Portal

Employee Guide

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**



Viking Portal

In this guide you will learn:

1. How to reset your password (if you are a new employee 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 Viking Portal.

You will need:

- ✓ Your **Employee 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 Employee Viking ID #, or do not have access to your personal email account/phone number on file, you may reach out to Human Resources to obtain your ID and/or update your contact information: <https://www.lbcc.edu/human-resources>

Reset Password (New or Forgotten Password)

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

Step 2: Type in your Employee ID # and then click on New/Forgot 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 text. You do have the choice to send your OTP in different methods (via email & phone call).
- To change where you access your OTP, click on **'Problems with the OTP?'** to locate your options.

Reset Password (New or Forgotten Password)

NEW OR FORGOTTEN PASSWORD

A One Time Passcode (OTP) has been sent to your phone:
xxx-xxx-3614

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

VikingID / EmployeeID

Requested Action

One Time Passcode (OTP)

[Problems with the OTP?](#)

Step 3: Type your OTP in the space provided.

Step 4: Click Continue.

Reset Password (New or Forgotten Password)

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

Step 5: Create a password

Step 4: 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

Reset Password (New or Forgotten Password)

CONGRATUATIONS!

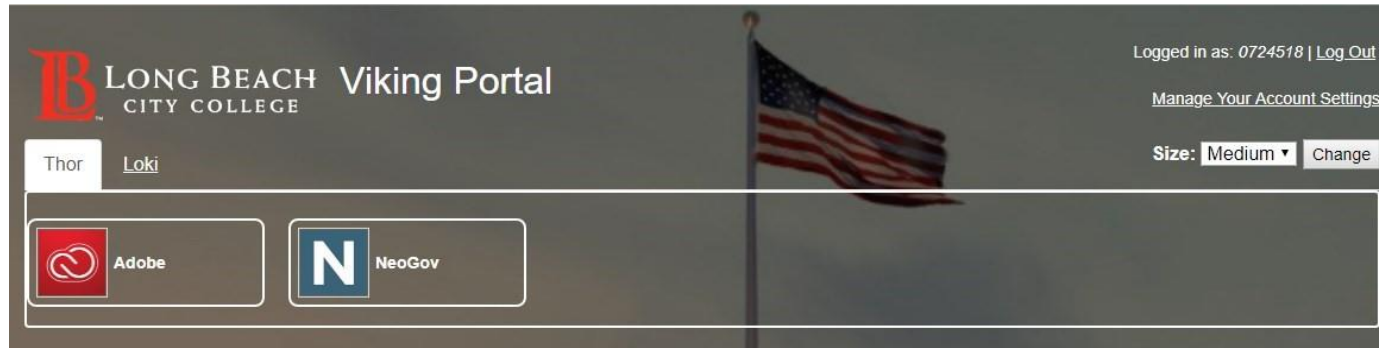
You have successfully reset your password.



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

- 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 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.

Change Password (Update Password)

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

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

VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password

Change Password (Update Password)

CHANGE PASSWORD

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

VikingID / EmployeeID: 0123456

Password: *****

Continue Cancel

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

Step 1: Type in your current password.

Step 2: Click [Continue](#)

A One Time Passcode (OTP) will be sent to you in the method noted on the screen.

Change Password (Update Password)

CHANGE PASSWORD

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-3614

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

VikingID / EmployeeID

One Time Passcode (OTP)

[Problems with the OTP?](#)

Step 3 : Type your OTP in the space provided

Step 4 : Click Continue

Change Password (Update Password)

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

Step 5: Create a password

Step 4: 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 (Update Password)

CONGRATUATIONS!

You have successfully reset your password.



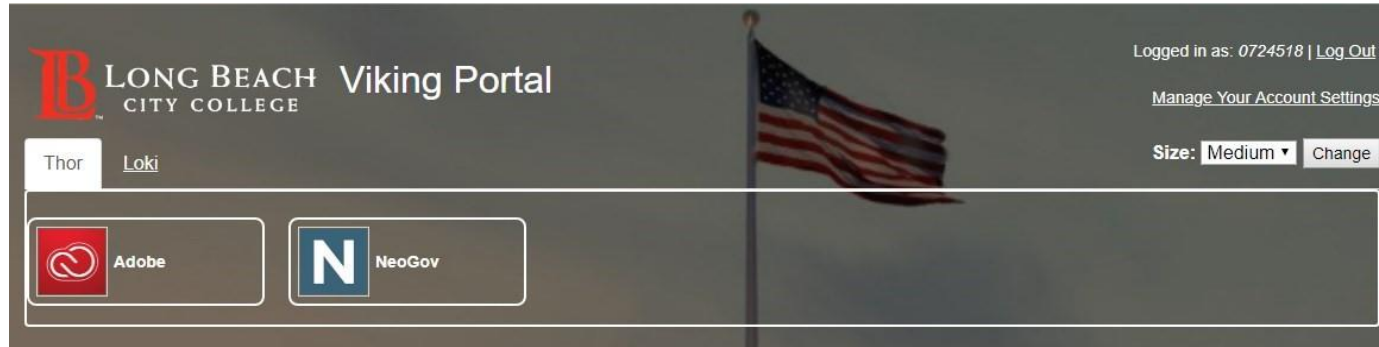
Password Successfully Set

[Continue logging in](#)

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

- 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.

Change Password (Update 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.

Login & Navigate Viking Portal

VIKING PORTAL

VikingID / EmployeeID

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password

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

Step 2: Type in your Employee ID # and Password.

Step 3: Click login

If this is your **first time** logging in on a device, the system will generate a One Time Passcode (OTP) and send it to the phone/email you have on file with LBCC.

Login & Navigate Viking Portal

ONE TIME PASSCODE REQUIRED

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-3614

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

VikingID / EmployeeID: 0724518

Password: ●●●●●●

One Time Passcode (OTP): **OTP Example: 123456**

[Problems with the OTP?](#)

Remember this device?

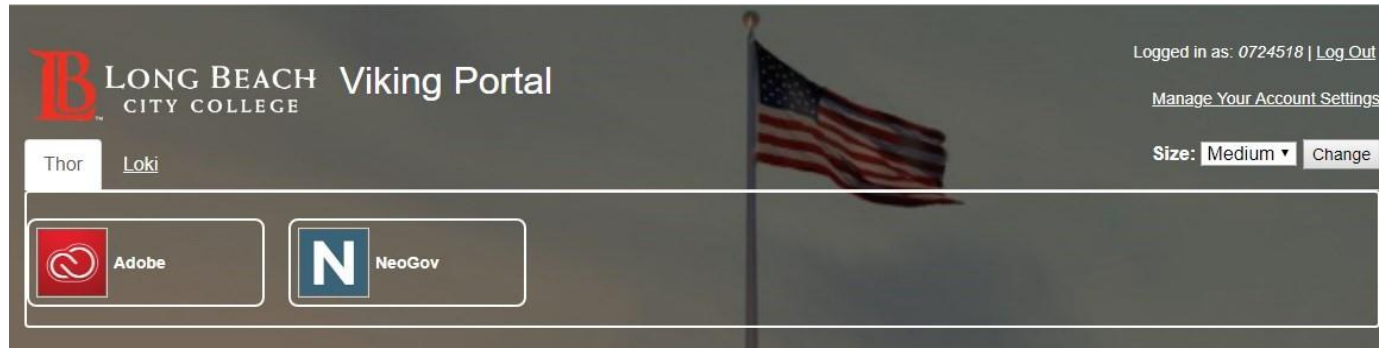
Login **Cancel**

Step 4: Type your OTP in the space provided.

Step 5: click **Login**.

Note: You have the option to select “Remember this device?” It is not recommended you do this on public machines.

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.

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: helpdesk@lbcc.edu
- In-Person: Check out our schedule online at www.lbcc.edu/iits