

Viking Portal

Help Guide

FOR LONG BEACH CITY COLLEGE EMPLOYEES



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 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.

What will you need?

You will need to know 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>

1. 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.

VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password

1. Reset Password (New 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 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 3: Type your OTP in the space provided.

Step 4: click [Continue](#).

The screenshot shows a mobile application interface for password reset. At the top, a red banner contains the text "NEW OR FORGOTTEN PASSWORD". Below this, a message states: "A One Time Passcode (OTP) has been sent to your phone: xxx-xxx-3614". It further explains that delivery may take 10-15 seconds and instructs the user to enter the OTP and click "Continue". The form includes three input fields: "VikingID / EmployeeID" with the value "0123456", "Requested Action" with the value "Reset Forgotten Password", and "One Time Passcode (OTP)" with the value "OTP Example: 123456". A link for "Problems with the OTP?" is located below the OTP field. At the bottom, there are two buttons: "Continue" and "Cancel".

1. Reset Password (New or Forgotten 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

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

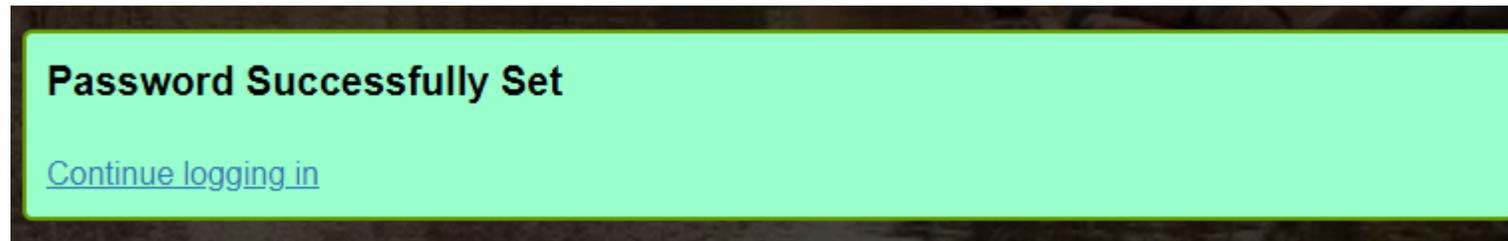
New Password

Confirm Password

1. Reset Password (New or Forgotten Password)

CONGRATUATIONS! You have successfully reset your password.

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



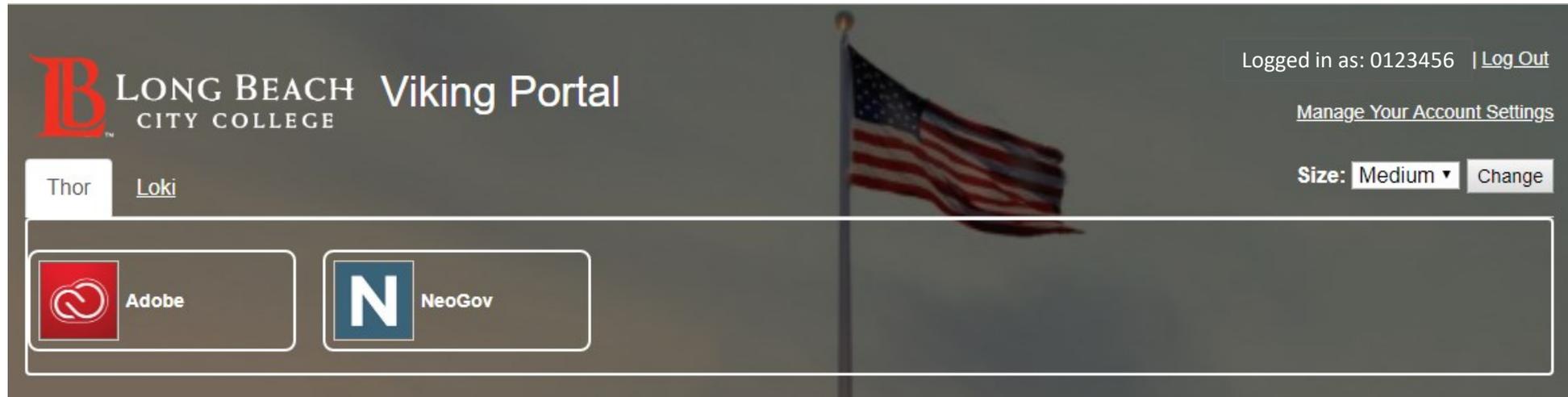
Now that you have reset your password, you are welcome to log in to see what is available to you.
Go to the next slide for a preview. 

1. 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.



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

2. 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

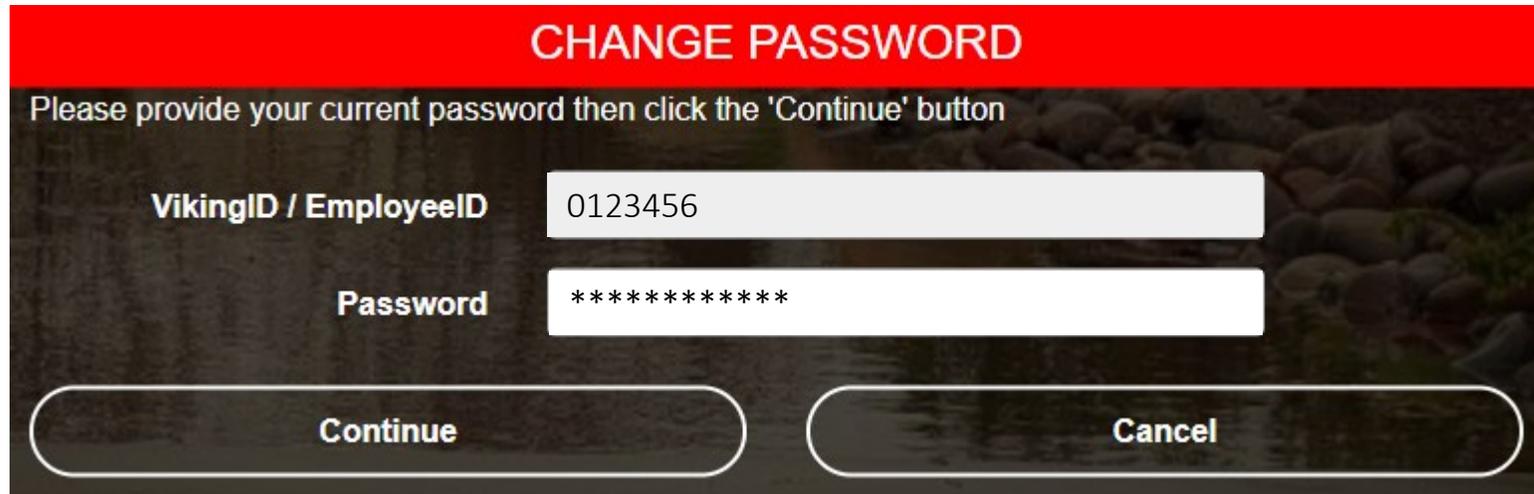
LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password

2. Change Password (Update 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**

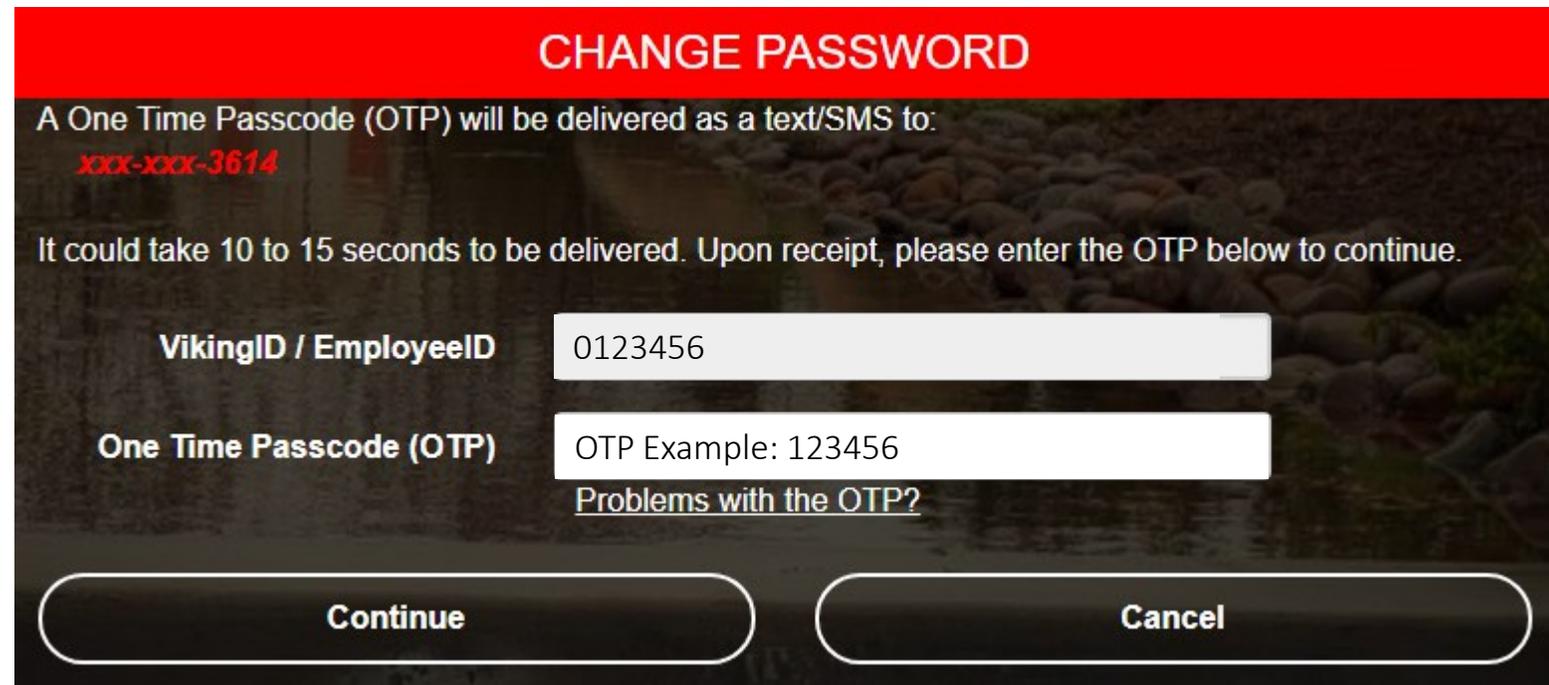
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For this example, the OTP has been sent via text. You do have the choice to send your OTP in different methods (via email & phone call). To change where you access your OTP, click on [Problems with the OTP?](#) to locate your options.

Step 3: Type your OTP in the space provided.

Step 4: click [Continue](#).



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?](#)

2. Change Password (Update 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

New Password

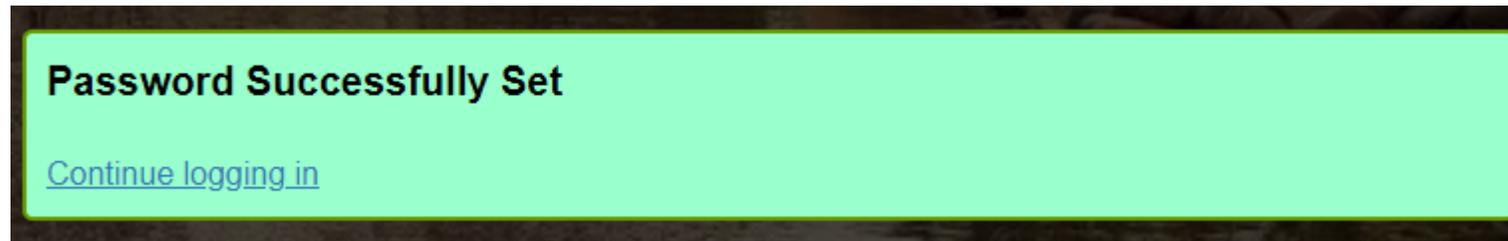
Confirm Password

Continue **Cancel**

2. Change Password (Update Password)

CONGRATUATIONS! You have successfully changed your password.

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



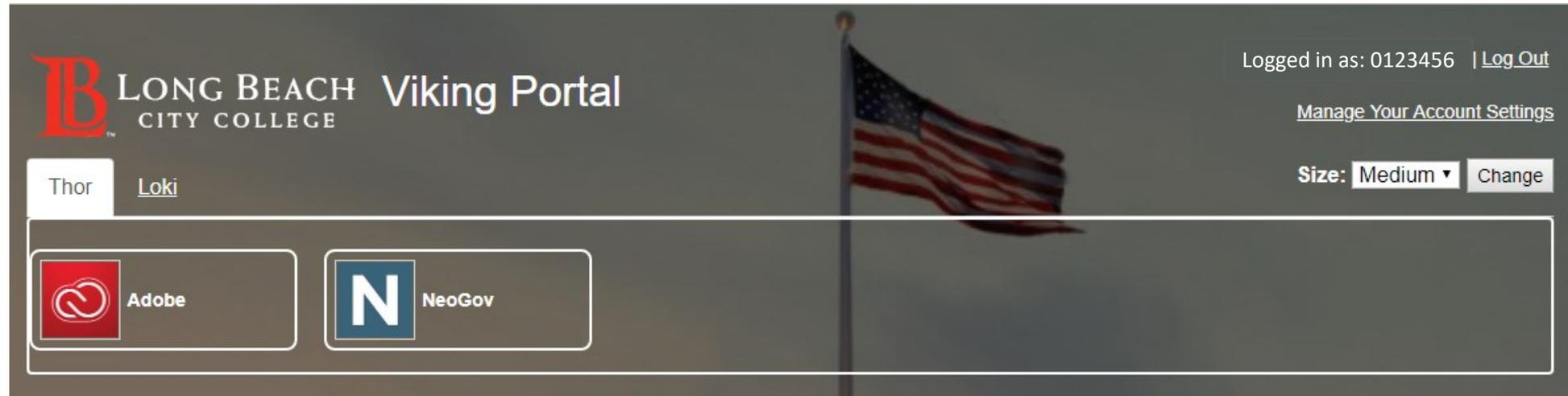
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Quicklink to navigate back to Viking Portal: <https://portal.lbcc.edu/sso>

3. Login & Navigate Viking Portal

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

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



VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password



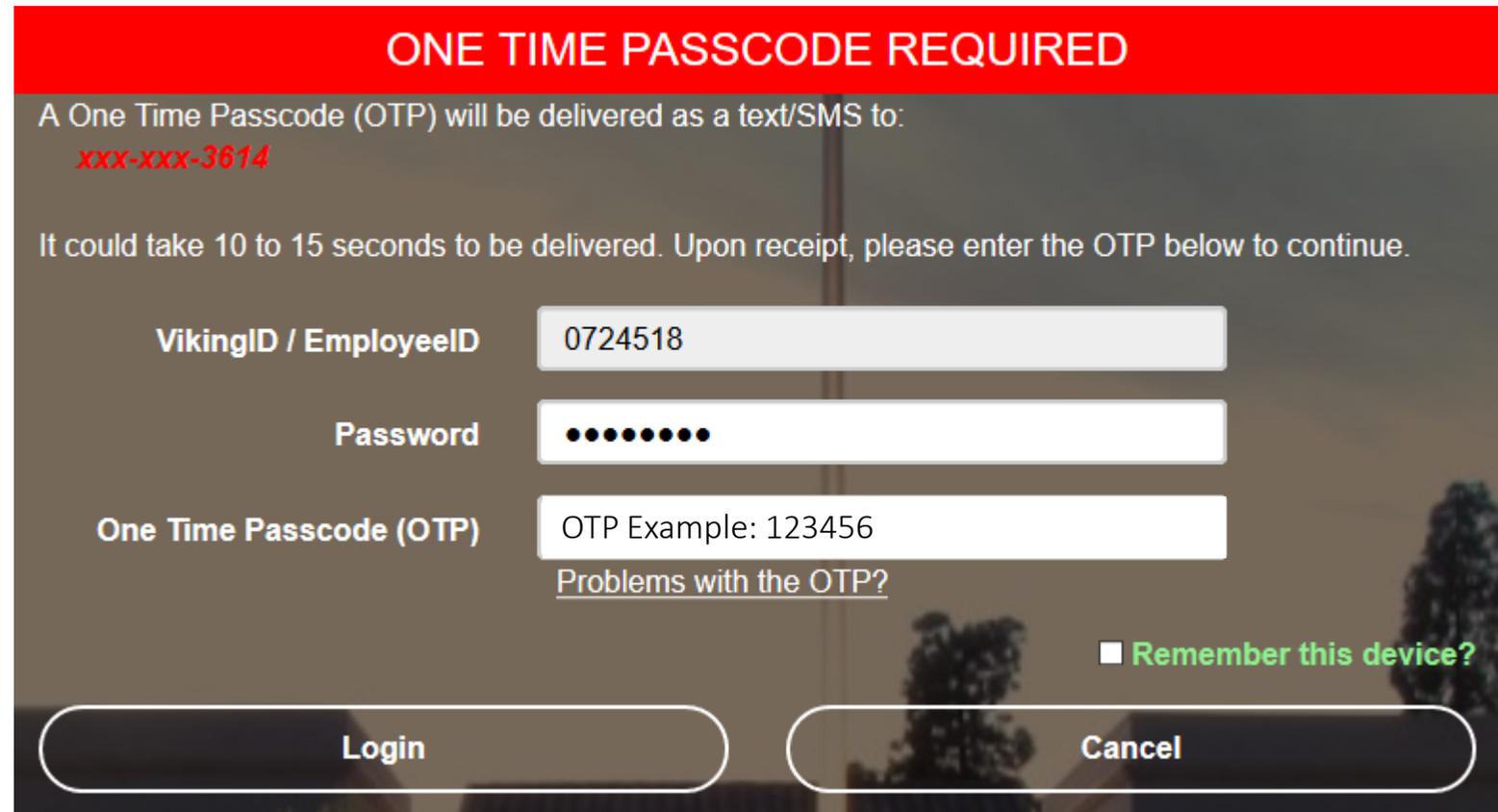
3. Login & Navigate Viking Portal

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.

Step 3: Type your OTP in the space provided.

Step 4: click Login.

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



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?

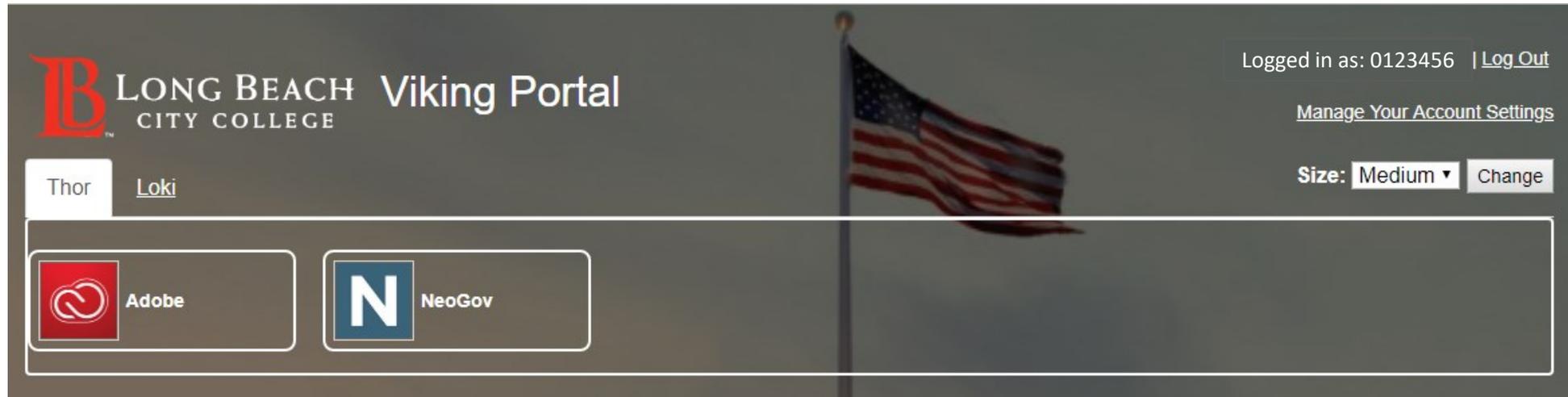
Login **Cancel**

3. 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!

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