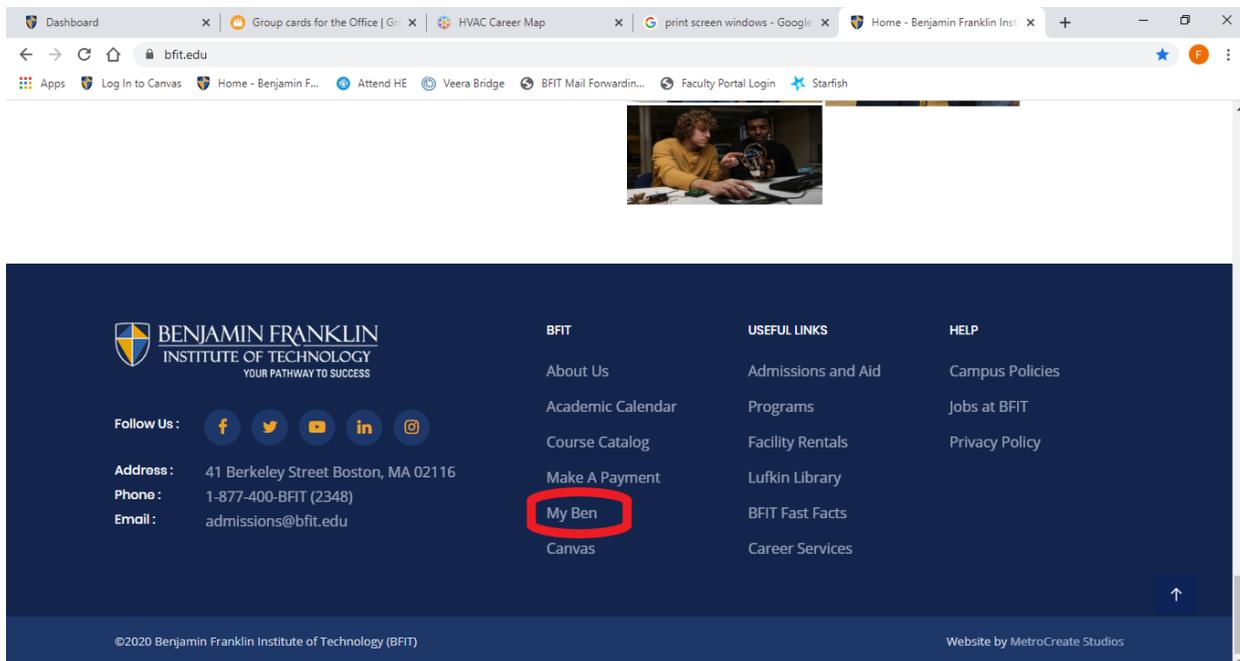# STANDARD PORTAL SETUP

STUDENT PORTAL SETUP

What is your Student Portal?

Like CANVAS, your student portal gives you access to your more personal information. You can view:

- Your Student profile (address, phone, email)
- Class Schedule
- Mid-term& Final Grades
- Unofficial Transcript
- Financial Aid or Student Account Information

Step 1: Set Up Your Portal Account

1. You should have received your Student Portal Username and Password via email before New Student Orientation. You can see any member of the Success Team if you do not know your username.

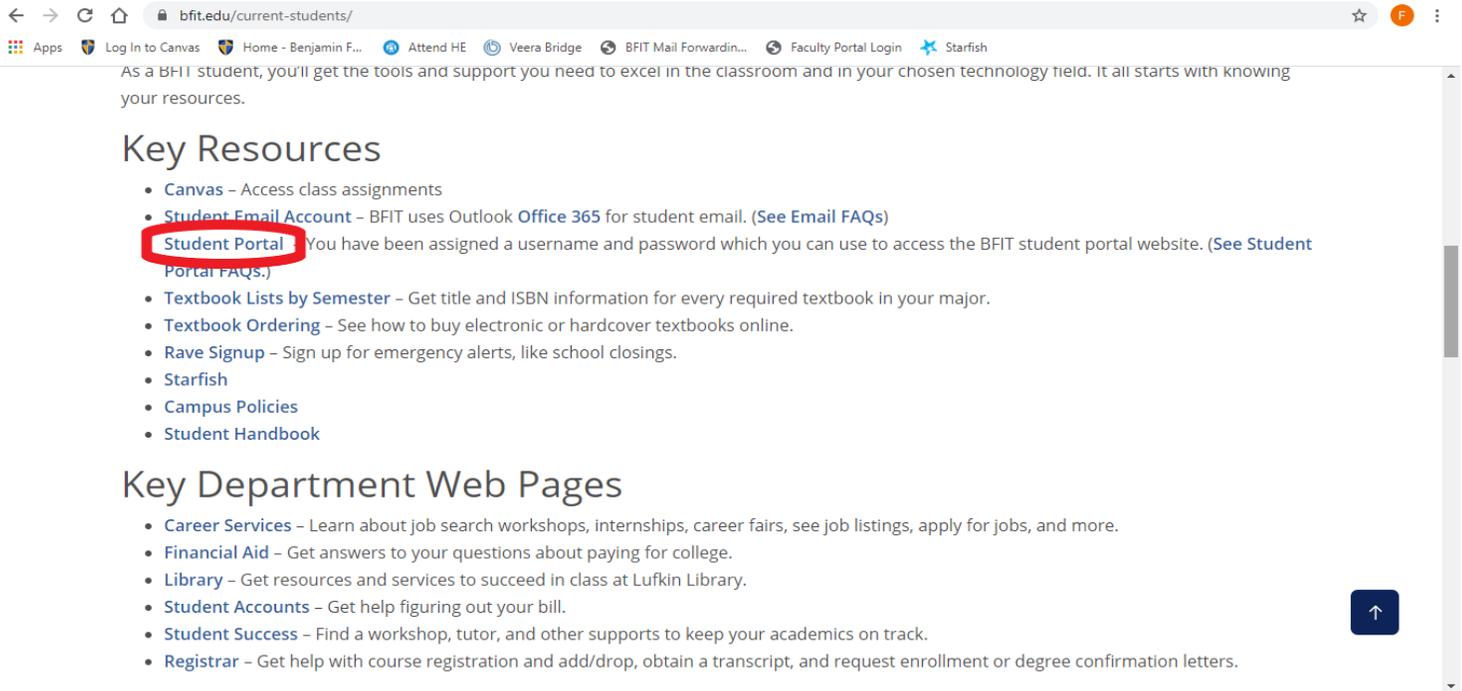2. Go to www.bfit.edu, scroll down to the bottom of the page and select "My Ben".

3. Select "Student Portal" in order to access the Login screen.

As a BFIT student, you'll get the tools and support you need to excel in the classroom and in your chosen technology field. It all starts with knowing your resources.

Key Resources

- **Canvas** – Access class assignments
- **Student Email Account** – BFIT uses Outlook **Office 365** for student email. (**See Email FAQs**)
- **Student Portal** – You have been assigned a username and password which you can use to access the BFIT student portal website. (**See Student Portal FAQs.**)
- **Textbook Lists by Semester** – Get title and ISBN information for every required textbook in your major.
- **Textbook Ordering** – See how to buy electronic or hardcover textbooks online.
- **Rave Signup** – Sign up for emergency alerts, like school closings.
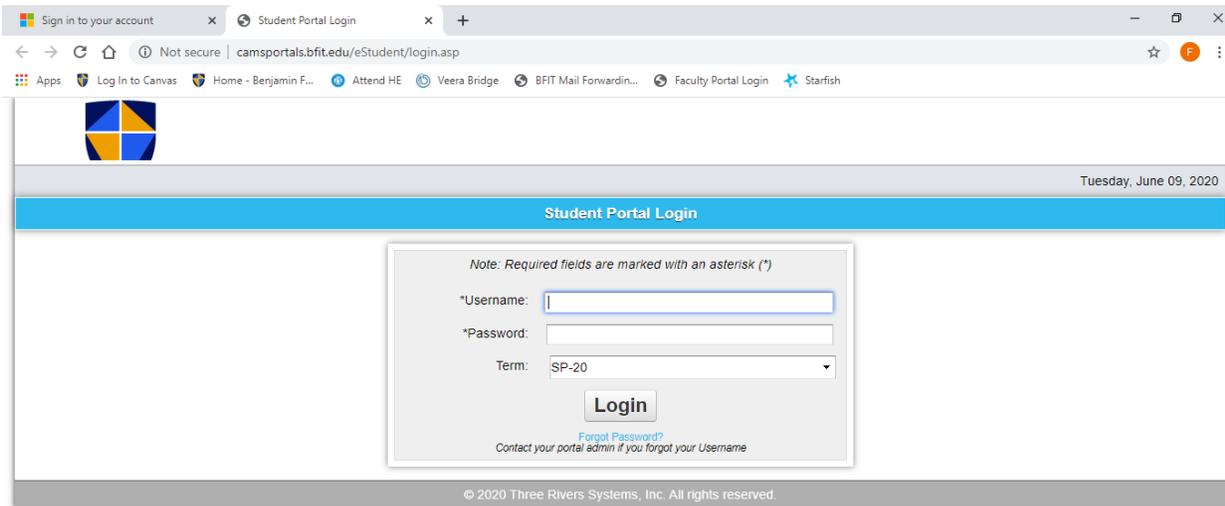- **Starfish**
- **Campus Policies**
- **Student Handbook**

Key Department Web Pages

- **Career Services** – Learn about job search workshops, internships, career fairs, see job listings, apply for jobs, and more.
- **Financial Aid** – Get answers to your questions about paying for college.
- **Library** – Get resources and services to succeed in class at Lufkin Library.
- **Student Accounts** – Get help figuring out your bill.
- **Student Success** – Find a workshop, tutor, and other supports to keep your academics on track.
- **Registrar** – Get help with course registration and add/drop, obtain a transcript, and request enrollment or degree confirmation letters.

4. Type in your username (case sensitive) and password as explained in the email you received.

(For example- If your name is Daniel Savage and your email is Dsavage1149@ben.bfit.edu) your username and password should be the following:

 i. **Username:** dsavage1149 (Your email w/out @ben.bfit.edu)
 ii. **Password:** DSavage9411! (the numbers are backwards w/an !)

Tuesday, June 09, 2020

Student Portal Login

Note: Required fields are marked with an asterisk (*)

*Username: [   ]

*Password: [   ]

Term: SP-20

Login

Forgot Password?
Contact your portal admin if you forgot your Username