

## How students can create an email account

BC = [BC student email login page](#)

CC = [CC student email login page](#)

PC = [PC student email login page](#)

1. You can check to make sure the student doesn't already have a gmail account by clicking on this link and entering their generated ID (without the @ sign):

[Email Account Status Check](#)

2. After you click on one of the appropriate campus links, it will take you to the login page as shown in Figure A. Click on the word **form** in red text at the bottom of this login box.

**Bakersfield COLLEGE**

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Welcome to Bakersfield College Student Email. email.bakersfieldcollege.edu Login

**Student ID:**  
You are assigned a Student ID similar to @12345678. Your login is the same but without the @ sign (i.e. 12345678)

Student ID:

**myBanweb PIN:**  
The same PIN you use to login to MyBanWeb to register for classes.

MyBanWeb PIN:

The BC **Computer Use Policy** applies to student email.

To access your old Exchange email account click **HERE**.  
The old email accounts will only be available until December 31, 2009.

More information about Student email can be found in our **FAQ**.

If after reading the FAQ you still have problems, please fill out this **form**.

Figure A

- When the User Login screen appears, login into Banner Web as you normally would when registering for classes (Figure B).

The screenshot shows the Banner Web User Login interface. At the top, the Kern Community College District logo is on the left, and the Banner Web logo is in the center. To the right, the names of the colleges are listed: Bakersfield College, Cerro Coso Community College, and Porterville College. Below the logo area, there are links for 'HELP' and 'EXIT'. The main heading is 'User Login'. A yellow banner contains the instruction: 'Please enter your user Identification Number (ID) and your 6-digit numeric Personal Identification Number (PIN). When finished, click Login.' Below this, there are two lines of text: 'If you have forgotten your PIN, enter your User ID then click Forgot PIN?' and 'When you are finished, please Exit and close your browser to protect your privacy.' The form fields are highlighted in yellow: 'User ID:' followed by a text input box, and 'PIN:' followed by a text input box. Below the input fields are two buttons: 'Login' and 'Forgot PIN?'. At the bottom left, it says 'RELEASE: 7.4'.

Figure B

- When the College Email Account Support form appears, click on the **Create My Account** link as shown below in blue text (Figure C). Warning: when you click on this link, it will immediately create an email account.

The screenshot shows the Banner Web College Email Account Support Form. At the top, the Kern Community College District logo is on the left, and the Banner Web logo is in the center. To the right, the names of the colleges are listed: Bakersfield College, Cerro Coso Community College, and Porterville College. Below the logo area, there are tabs for 'Personal Information', 'Student', 'Employee', and 'Finance'. The 'Student' tab is selected. To the right, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'College Email Account Support Form'. A yellow banner contains the message: 'Our records show you have not created your new college-assigned email address.' To the right of this message is a blue link labeled 'Create My Account'. A red arrow points to this link with the text: 'Click on this link to create your email account'. Below the banner, there is a dropdown menu labeled 'Select Your College:'. Below that is a text input field labeled 'Enter a phone number where may contact you during business hours:'. Below that is a text area labeled 'Describe your problem:'. At the bottom left, there are two buttons: 'Submit' and 'Reset'. At the bottom left, it says 'RELEASE: 7.5'.

Figure C