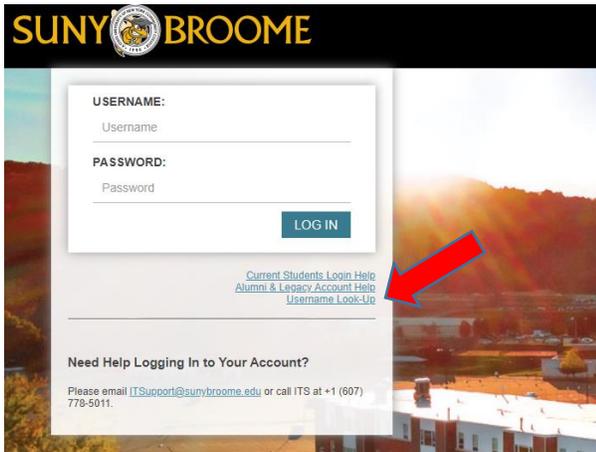


**Fast Forward Instructor My College Account: Username and Password Look-Up Instructions**

Fast Forward Instructors have the capability to look up their My College Username and Password.

Fast Forward Instructors need to know their SUNY Broome ID# (B00#####) and have their Date of Birth in SUNY Broome’s records system, we call Banner 9.

1. Go to <http://mycollege.sunybroome.edu> and click on the “Username Look-Up” link:



If your Date of Birth is missing from our system or is incorrect the Look-Up feature will not work.

Please contact the Fast Forward Office for us to enter/verify your Date of Birth to activate the Look-Up feature.

2. Enter your SUNY Broome ID# and Date of Birth and click “Submit”:

**Retrieve your Initial MyCollege Username, Password and Broome ID**

This look up will not show your changed password.

**Please re-enter your Broome ID or Social Security Number correctly**

Please submit the following information:

\* INDICATES REQUIRED FIELD.

\* Broome ID or Social Security Number:

e.g. B00123456 or 123456789)

\* Birth date:

3. Your My College Account username and password will appear and are case sensitive when logging in. If you have a SUNY Broome Gmail account, this information will appear below your My College credentials.

**Your Initial MyCollege Username, Password, Broome ID and Email**

The username and password listed below is your confidential access to [MyCollege](#). [MyCollege](#) is available using a standard web browser at <http://mycollege.sunybroome.edu>.

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**MyCollege**

Username:

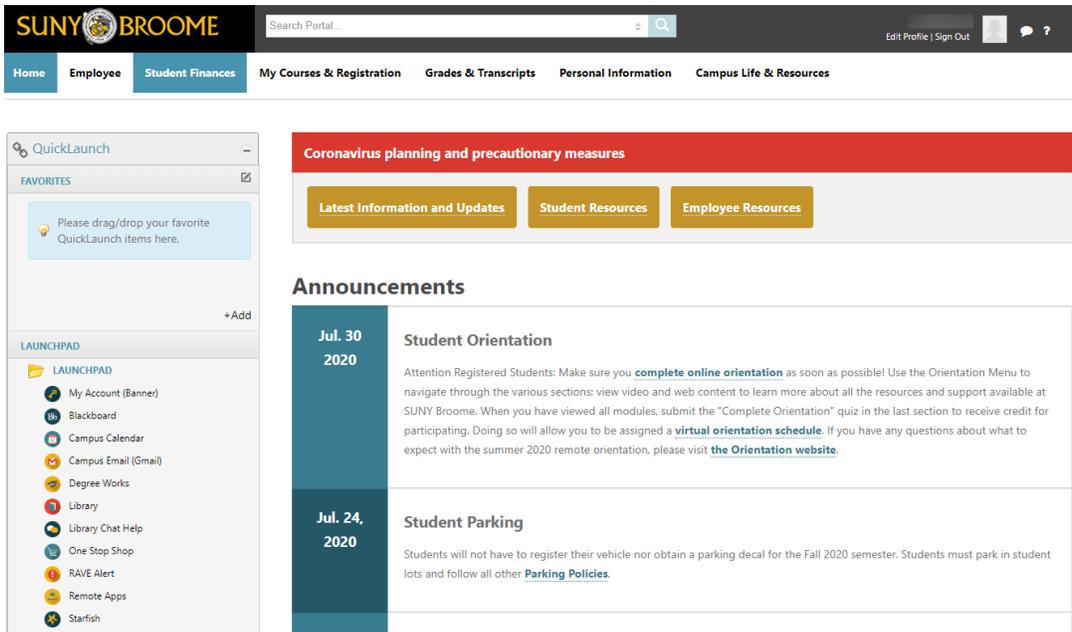
Password:

Broome ID:

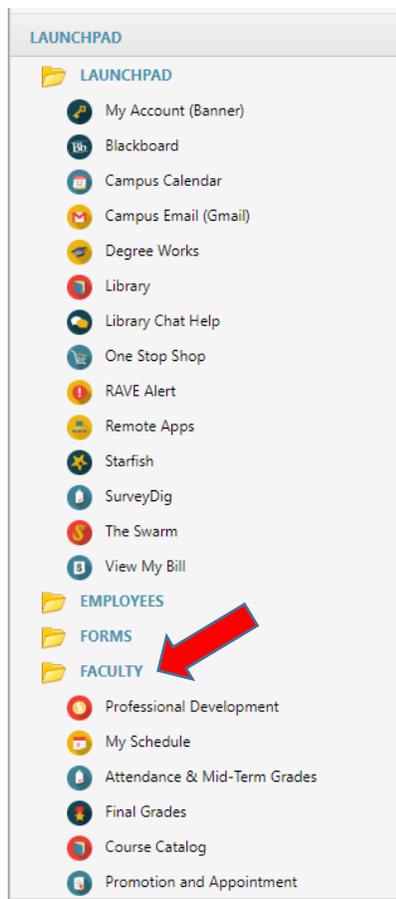
Log into [MyAccount](#) (New Applicants, Alumni, Transcripts)

Log into [MyCollege](#)

4. Once you log into your My College Account, you have a series of options and windows you can access.



5. Under the LAUNCHPAD menu on the left side bar, click on the “FACULTY” folder:



6. In the “FACULTY” folder refer to the options “Attendance & Mid-Term Grades” and “Final Grades”, these options are what you will typically use for your Fast Forward course(s).