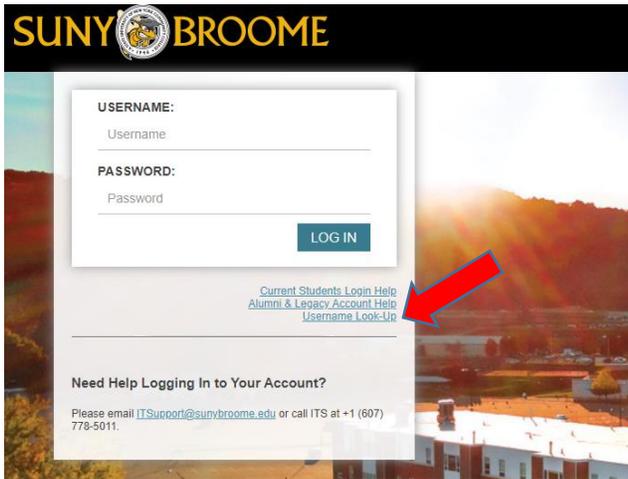


**Student My College Account: Username and Password Look-Up Instructions**

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

Fast Forward Students need to know their SUNY Broome ID# (B00#####) and have their Date of Birth in SUNY Broome’s records system.

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



If your SS# and/or 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 & SS# to activate the Look-Up feature.

2. Enter your SUNY Broome ID# or Social Security Number 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. Fast Forward Students also have a SUNY Broome Gmail account, that login information and your SUNY Broome email address 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.

The screenshot shows the SUNY Broome portal home page. At the top, there is a navigation bar with the SUNY Broome logo, a search portal, and links for 'Edit Profile | Sign Out'. Below this is a secondary navigation bar with tabs for 'Home', 'Employee', 'Student Finances', 'My Courses & Registration', 'Grades & Transcripts', 'Personal Information', and 'Campus Life & Resources'. On the left side, there is a 'QuickLaunch' sidebar with a 'FAVORITES' section and a 'LAUNCHPAD' section. The 'LAUNCHPAD' section contains a list of icons for various services: My Account (Banner), Blackboard, Campus Calendar, Campus Email (Gmail), Degree Works, Library, Library Chat Help, One Stop Shop, RAVE Alert, Remote Apps, and Starfish. The main content area features a red banner for 'Coronavirus planning and precautionary measures' with three buttons: 'Latest Information and Updates', 'Student Resources', and 'Employee Resources'. Below this is an 'Announcements' section with two entries: 'Jul. 30 2020 Student Orientation' and 'Jul. 24, 2020 Student Parking'.

5. For access to a number of resources, refer to the LAUNCHPAD menu located in the left side of the screen.

This is a close-up screenshot of the 'LAUNCHPAD' menu. It is organized into three main sections: 'LAUNCHPAD', 'STUDENTS', and 'FORMS'. The 'LAUNCHPAD' section includes icons for My Account (Banner), Blackboard, Campus Calendar, Campus Email (Gmail), Degree Works, Focus2, Library, Library Chat Help, One Stop Shop, Purple Briefcase, RAVE Alert, Remote Apps, Starfish, The Swarm, and View My Bill. The 'STUDENTS' section includes icons for Personal Information, My Account, Financial Aid, Registration, My Grades, and My Schedule. The 'FORMS' section is currently empty.