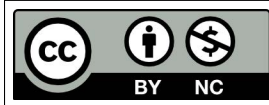


Guide: Update Your Email on Brooklyn College's WebCentral Portal



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Let's update the email address on WebCentral Portal to properly receive emails from college!

1. Go to <https://portal.brooklyn.edu/>, the WebCentral Portal (see Figure 1.)

Figure 1: The WebCentral Portal (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

2. Log into your WebCentral account using the **LOG IN** button at the top of the webpage. Otherwise, click “Create an Account” to create one (see Figure 2.)

Figure 2: The Portal's Login Page (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

3. Click the **MY INFO** option on the left-hand side vertical menu.
4. Look at the **My Personal Info** table. Take a note of the email address on the 6th row (**PERSONAL EMAIL**) (see Figure 3.)

Brooklyn College
WebCentral

Welcome, [Name] LOGOUT

Home CUNYfirst Help Log Out

— After logging in... —

1 *click here!*

HOME
MY INFO
SHORTCUTS
E-SERVICES
ACADEMICS
CAMPUS INFO
TECHNOLOGY
CUNYFIRST

My Personal Info

Please keep your contact information up to date via CUNYfirst and be sure to **update your personal email address** to receive important college news and alerts.

CUNYFIRST EMPLID	[Redacted]
NAME	[Redacted] Change
ADDRESS	[Redacted] Change in CUNYfirst
PHONE	[Redacted] Change in CUNYfirst
BC EMAIL ADDRESS	[Redacted]@bcmail.cuny.edu
PERSONAL EMAIL	[Redacted] Change ← <i>Keep it up to date!</i>
DATE OF BIRTH	[Redacted] Change
EMERGENCY CONTACT	[Redacted] Change
U.S.	[Redacted] Change

2

3 *check this out!*

WebMail - Faculty/Staff

[Launch WebMail](#)

If you have any questions using WebMail, please call 718-951-4357.

My BC Student Email

BC student email accounts are hosted on the Microsoft Office 365 platform. This email address can not be customized. Use your BC email address and CUNYfirst password to login to Office 365.

BC EMAIL ADDRESS [Redacted]@bcmail.cuny.edu

PASSWORD Use your CUNYfirst/CUNY login password

[Login to BC Email on CUNY Office 365](#)

Need help with your BC Email?
For additional assistance with your email account, please contact the I.T.S. Network Support team at 718.951.4357 (option 2).

I don't want to use my BC email account.
You can add or change your preferred email address from [My Personal info](#). Brooklyn College uses your preferred email for campus communications. Keep in mind that CUNY requires a [cuny.edu](#) email account when using Blackboard and CUNYfirst.

Figure 3: **PERSONAL EMAIL** on the **MY INFO** tab (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

5. If no email address is listed, or if you do not recognize the listed email address:
 - (a) Click on **Change** (see Figure 3.)
 - (b) On the new screen, enter your preferred email address next to **NEW EMAIL ADDRESS** (see Figure 4.)
 - (c) Click **Submit** to save the change.
6. If you DO recognize the address, leave it as is.

The screenshot shows the Brooklyn College WebCentral portal. The top navigation bar includes 'Home', 'CUNYfirst', 'Help', and 'Log Out'. The main content area is divided into two sections. The left section, titled 'My Personal Info', contains a form with two input fields: 'OLD EMAIL ADDRESS' and 'NEW EMAIL ADDRESS'. Below these fields are 'Cancel & Return' and 'Submit' buttons. The right section, titled 'My BC Student Email', provides information about BC student email accounts hosted on the Microsoft Office 365 platform. It includes a form with 'BC EMAIL ADDRESS' and 'PASSWORD' fields. The 'BC EMAIL ADDRESS' field has a dropdown menu showing '@bcmail.cuny.edu'. The 'PASSWORD' field has a button that says 'Use your CUNYfirst/CUNY login password'. Below the form is a green button labeled 'Login to BC Email on CUNY Office 365'. A note at the bottom of the right section says 'Need help with your BC Email? For additional assistance with your email account, please contact the I.T.S. Network Support team at 718.951.4357'.

Figure 4: Enter The New Address (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

That's all!

Make sure you frequently access this email so that you don't miss any important emails sent from your instructors and from Brooklyn College! :)

Need Any Help?

If you don't have access to your WebCentral Portal account, either because you've never used it before or forgot your password, please contact the Brooklyn College IT Help Desk office by either:

- Email: helpdesk@brooklyn.cuny.edu
- Phone: (718) 951-4357 [Press 3 for WebCentral Portal questions.]
Phone's operational hours are: Monday–Thursday, 8 a.m.–8 p.m.; Friday 9 a.m.–5 p.m.

– End of Guide –