

Viking Portal

Password Help Guide

FOR LONG BEACH CITY COLLEGE [STUDENTS](#)



Viking Portal Help Guide Objectives

What is Viking Portal?

Viking Portal is LBCC's Single Sign-on and Multi-Factor Authentication system designed to support you in resetting/changing your LBCC password and accessing online applications in one location.

In this guide you will learn:

1. How to [reset](#) your password (if you are a **new student** or have **forgotten your password**).
2. How to [change](#) your password to update it for security (**this is recommended to do regularly**).
3. How to [login and navigate](#) Viking Portal.

What will you need?

You will need to know your **Student Viking ID #** and have **access to your personal email account/phone number** you have [on file with Long Beach City College](#).

If you do not know your Student Viking ID #, or do not have access to your email account/phone number on file, you may reach out to **Admissions & Records** to obtain your ID and/or update your contact information:

<https://www.lbcc.edu/admissions-aid>

1. Reset Password (New Student or Forgotten Password)

Step 1: Go to <https://portal.lbcc.edu/sso> to access Viking Portal.

Step 2: Type in your Student Viking ID # and then click on New/Forgot Password.

VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password



1. Reset Password (New Student or Forgotten Password)

A One Time Passcode (OTP) will be sent to you in the method noted on the screen. For this example, the OTP has been sent via email. You do have the choice to send your OTP in different methods (via text & phone call). To change where you access your OTP, click on [Problems with the OTP?](#) to locate your options.

Step 3: Type your OTP in the space provided.

Step 4: click [Continue](#).

The screenshot shows a mobile application interface for password reset. At the top is a red header with the text "NEW OR FORGOTTEN PASSWORD". Below the header, the text reads: "A One Time Passcode (OTP) has been emailed to: *XXXXXXXXXXXXXXXX@gmail.com*". It then states: "It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue." There are three input fields: "VikingID / EmployeeID" with the value "0123456", "Requested Action" with the value "Reset Forgotten Password", and "One Time Passcode (OTP)" with the value "OTP Example: 123456". Below the OTP field is a link: "[Problems with the OTP?](#)". At the bottom are two buttons: "Continue" and "Cancel".

1. Reset Password (New Student or Forgotten Password)

Step 4: Create a password.

Step 5: Confirm password.

Step 6: Click Continue

Tip: Note the complexity rules.
IITS suggests the use of
passphrases for added security.

For example:

Afternoon Tea @ 4pm

NEW OR FORGOTTEN PASSWORD

Please enter your new password in the fields below.

Password Complexity Rules
Your new password must satisfy the following rules:

- Must be at least **7** characters long
- Must have at least **1** uppercase character
- Must have at least **1** numeric character

VikingID / EmployeeID

Requested Action

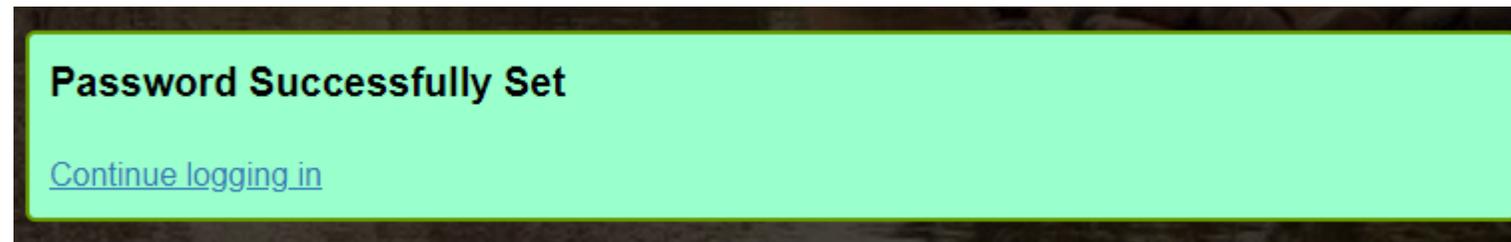
New Password

Confirm Password

1. Reset Password (New Student or Forgotten Password)

CONGRATUATIONS! You have successfully reset your password.

As a friendly reminder, **NEVER** share your password with **anyone**.



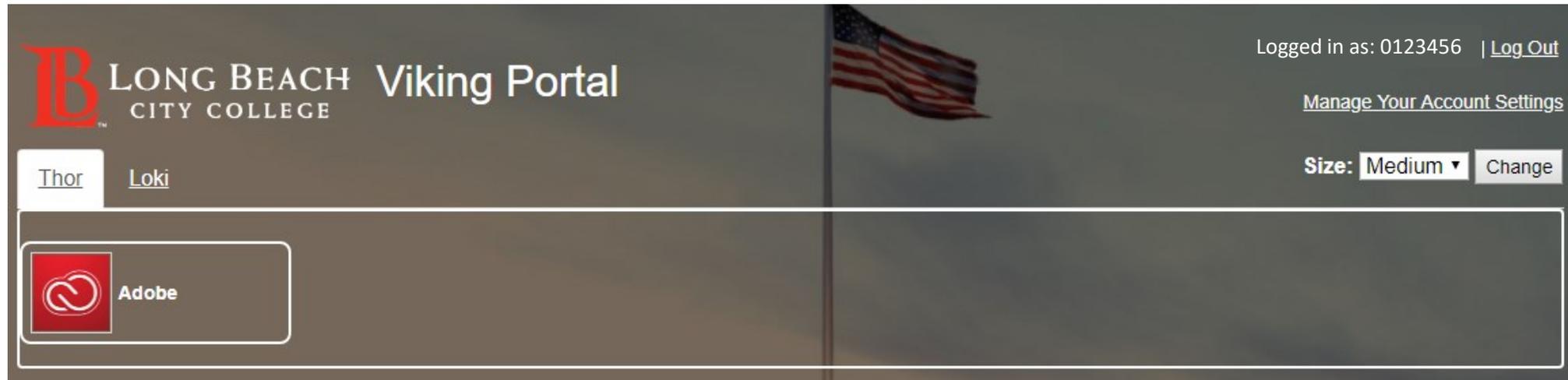
Now that you have reset your password, you are welcome to log in to see what is available to you.
Go to the next slide for a preview. 

1. Reset Password (New or Forgotten Password)

Congratulations! You're in! Within Viking Portal, you have access to online platforms.

Check under the **Thor & Loki tabs** to see what is available to you. Note that this list will change and grow as more online platforms are added. Check back under both tabs!

Under **Manage your Account Settings**, you will find options to change your OTP delivery method, identify what phone/email are on file for you, & more.



Quicklink to navigate back to Viking Portal: <https://portal.lbcc.edu/sso>

2. Change Password (Update Current Password)

Step 1: Go to <https://portal.lbcc.edu/sso> to access Viking Portal.

Step 2: Type in your Student Viking ID # and then click on New/Forgot Password.

VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password

2. Change Password (Update Current Password)

Step 3: Type in your current password.

Step 4: Click Continue



CHANGE PASSWORD

Please provide your current password then click the 'Continue' button

VikingID / EmployeeID 0123456

Password *****

Continue **Cancel**

2. Change Password (Update Current Password)

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Step 3: Type your OTP in the space provided.

Step 4: click [Continue](#).

CHANGE PASSWORD

A One Time Passcode (OTP) will be delivered as an email to:
Axxxxxxxxxxxx@gmail.com

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

VikingID / EmployeeID

One Time Passcode (OTP)
[Problems with the OTP?](#)

2. Change Password (Update Current Password)

Step 4: Create a password.

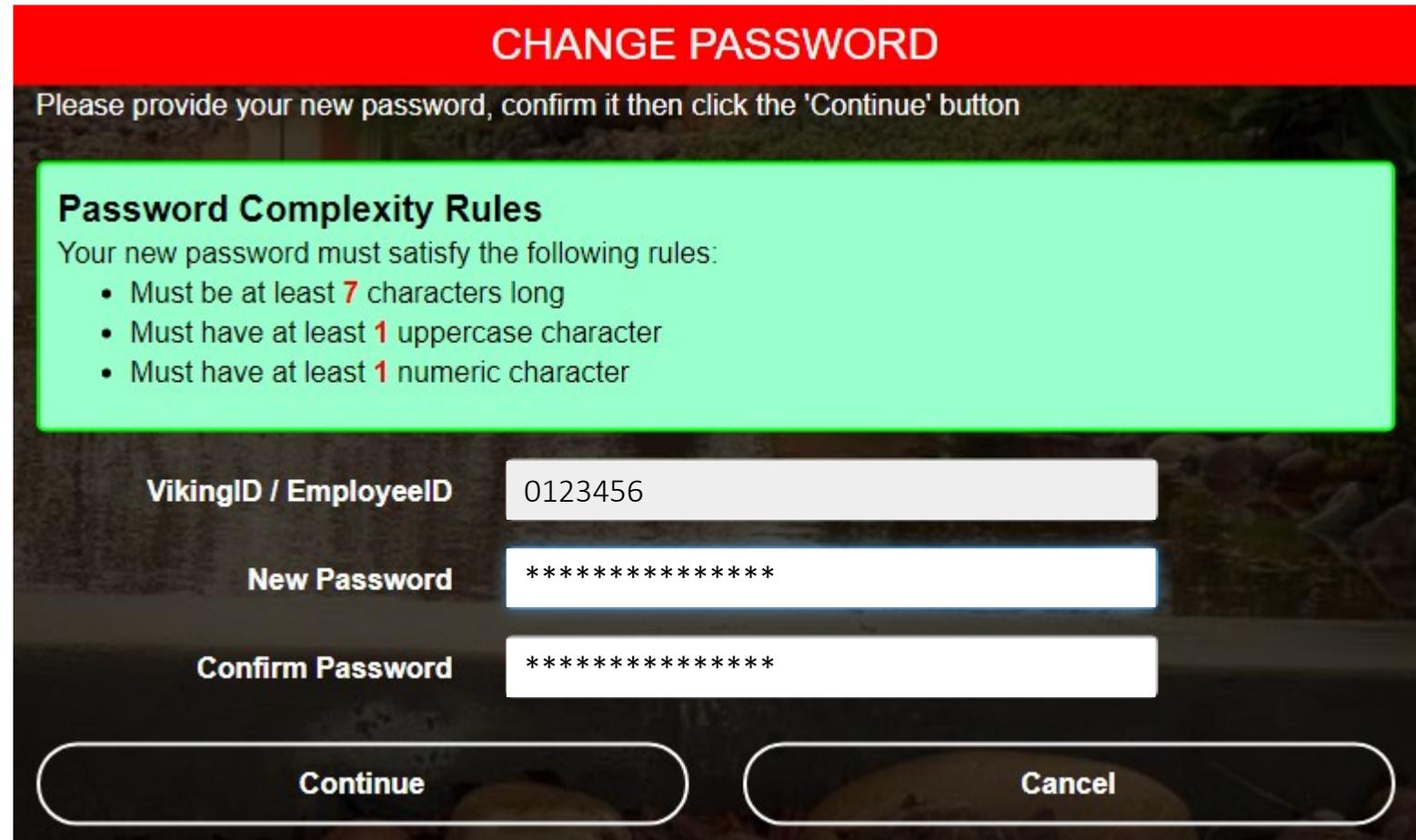
Step 5: Confirm password.

Step 6: Click Continue

Tip: Note the complexity rules. IITS suggests the use of passphrases for added security.

For example:

Afternoon Tea @ 4pm



CHANGE PASSWORD

Please provide your new password, confirm it then click the 'Continue' button

Password Complexity Rules
Your new password must satisfy the following rules:

- Must be at least **7** characters long
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VikingID / EmployeeID

New Password

Confirm Password

Continue **Cancel**

2. Change Password (Update Current Password)

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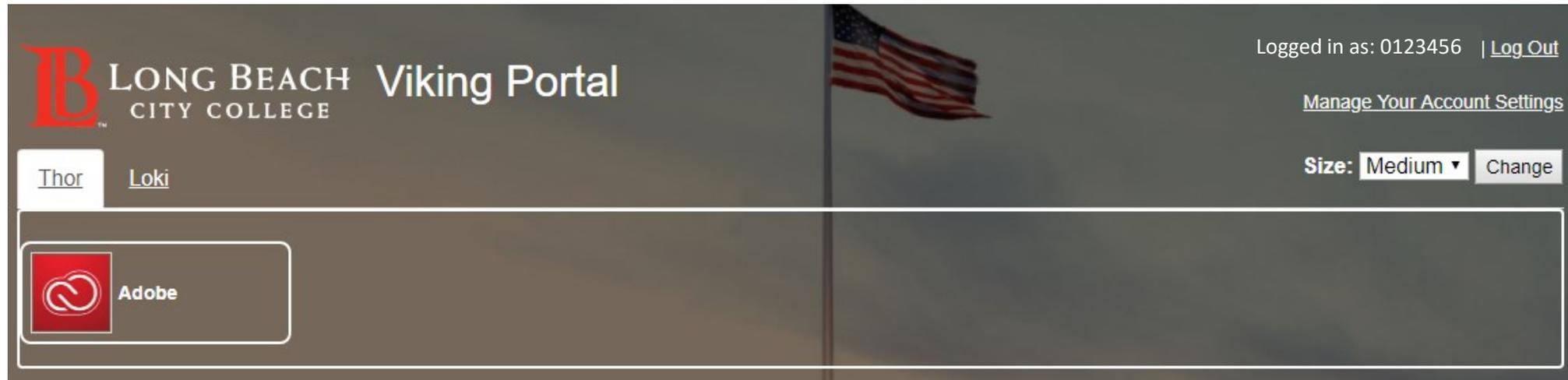
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Quicklink to navigate back to Viking Portal: <https://portal.lbcc.edu/sso>

3. Login & Navigate Viking Portal

Step 1: Go to <https://portal.lbcc.edu/sso> to access Viking Portal.

Step 2: Type in your Student Viking ID # and Password. Click Login.



VIKING PORTAL

VikingID / EmployeeID
0123456

Password

LONG BEACH CITY COLLEGE

Login Change Password New/Forgotten Password

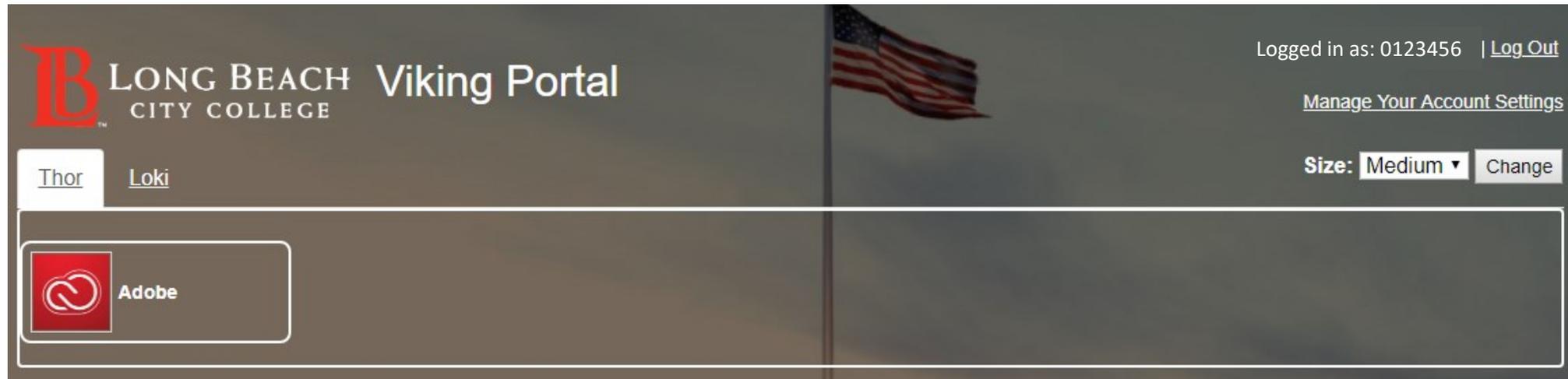


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