

Create and Update Student Account Profile



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Course Catalogs



Certificate Programs

Learn a new skill, update credentials, refresh your software know-how, and advance your career.



Corporate College & Customized Training

Corporate College & Customized Training



English as a Second Language (ESL)

The English as a Second Language (ESL) program helps individuals learn English for school, work, and everyday life. At Bucks



Healthcare

These programs can enhance current skills, offer an opportunity to learn new skills, and assist in furthering your career in healthcare.



Information Technology

Whether you're looking to kickstart your career or advance your skills, our comprehensive information technology courses are designed to equip you with

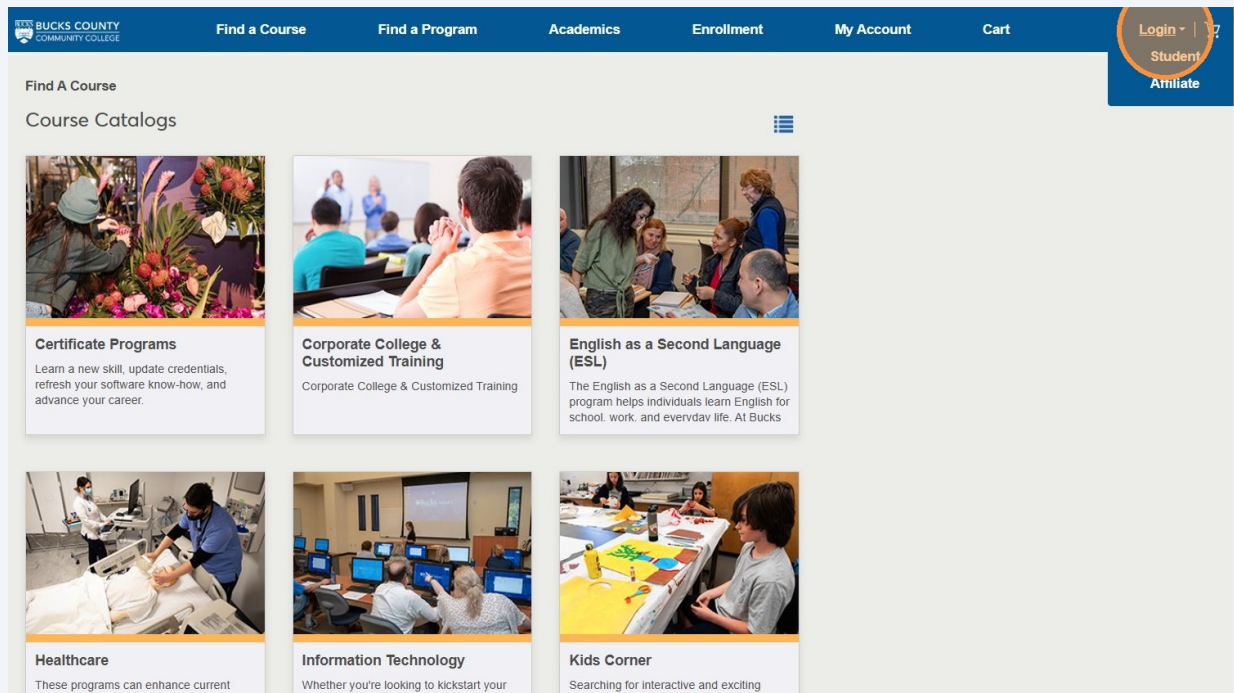


Kids Corner

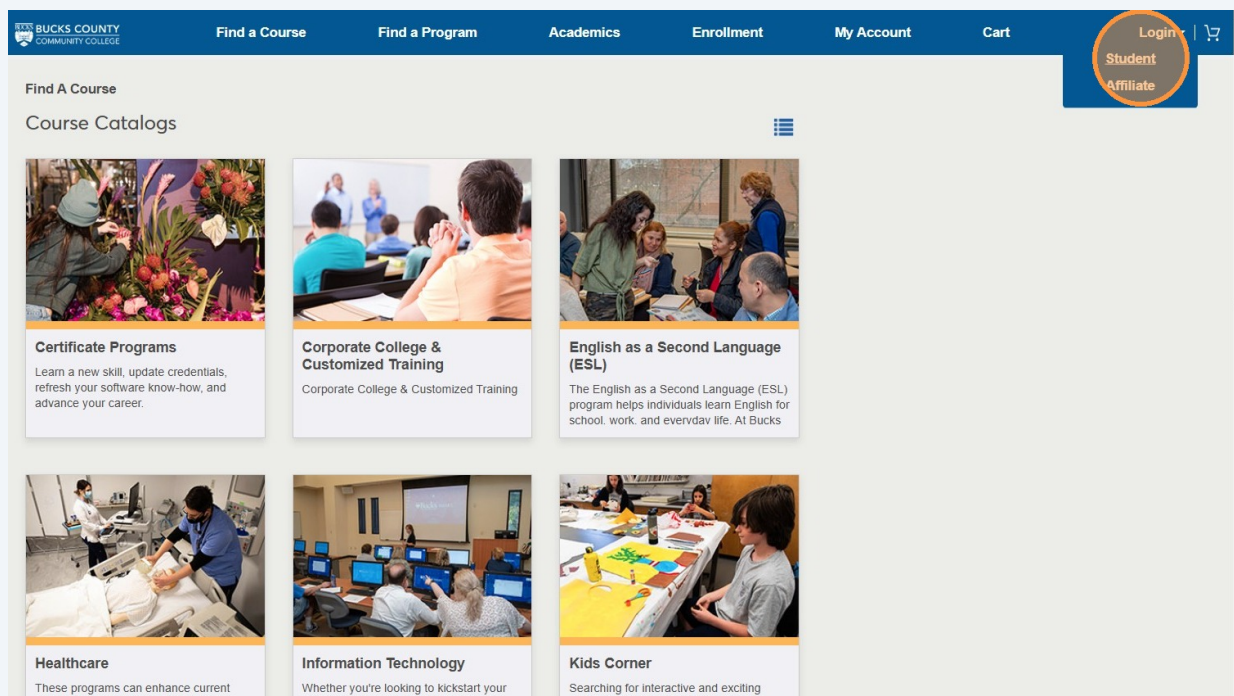
Searching for interactive and exciting activities geared toward children? Then look no further than our very own KIDS KORNER at Bucks County Community

Student
Affiliate

2 Click "Login"



3 Click "Student"



4 Click "Create Account"

BUCKS COUNTY COMMUNITY COLLEGE

Login |

Customer Login

Login:

Password:

[LOGIN](#)

[Create a New Customer Account](#)
[Create Account](#)

[Reset Your Password](#)
[Reset Password](#)

[Recover Your Username](#)
[Recover Username](#)

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5 Click the "* First Name" field and type in your first name.

BUCKS COUNTY COMMUNITY COLLEGE

Login |

Create a New Customer Account

ⓘ All fields marked with an asterisk (*) are required.
ⓘ Dates should be typed in the format mm/dd/yyyy.

* First Name:

Middle Name:

* Last Name:

* Birthday:

* Email:

* Login:

* Password:

Verify Password:

* Secret Question:

* Secret Answer:

6

If you have a middle name, Click the "* Middle Name" field and type in your middle name.

BUCKS COUNTY
COMMUNITY COLLEGE

Login |

Create a New Customer Account

All fields marked with an asterisk (*) are required.
 Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday
(MM/dd/yyyy)

* Email

* Login

* Password

Verify Password

* Secret Question

* Secret Answer

7

Click the "* Last Name" field and type in your last name.

BUCKS COUNTY
COMMUNITY COLLEGE

Login |

Create a New Customer Account

All fields marked with an asterisk (*) are required.
 Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday
(MM/dd/yyyy)

* Email

* Login

* Password

Verify Password

* Secret Question

* Secret Answer

8

Click the "* Email" field and type in your email. Please note-this email will be used for all correspondence including course confirmations.

Create a new Customer Account

ⓘ All fields marked with an asterisk (*) are required.
ⓘ Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday ⓘ
(MM/dd/yyyy)

* Email

* Login

* Password ⓘ

Verify Password

* Secret Question

* Secret Answer

☐ I agree to [Terms and Conditions](#)

[CREATE](#) [BACK](#)

9

Click the "Login" field and type in the login you would like to use.

Create a new Customer Account

ⓘ All fields marked with an asterisk (*) are required.
ⓘ Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday ⓘ
(MM/dd/yyyy)

* Email

* Login

* Password ⓘ

Verify Password

* Secret Question

* Secret Answer

☐ I agree to [Terms and Conditions](#)

[CREATE](#) [BACK](#)



If your login already exists you will be notified when you click on Create at the end to modify this.

10

Click the "* Password" field and type in your password. You will then click on the "Verify Password" field and type the password again .

The screenshot shows a registration form with the following fields and values:

- * First Name: Bucks
- Middle Name: (empty)
- * Last Name: Tests
- * Birthday: 01/02/2001 (MM/dd/yyyy)
- * Email: buckstest01@gmail.com
- * Login: BTest021
- * Password: (masked with asterisks)
- Verify Password: (masked with asterisks)
- * Secret Question: What was your childhood nickname?
- * Secret Answer: (empty)

At the bottom, there is a checkbox for "I agree to Terms and Conditions" and two buttons: "CREATE" and "BACK". An orange circle highlights the "Secret Answer" field.



Password Hints

- Must include at least 2 alphabetical and at least 2 non-alphabetical characters
- Minimum Password length is 9 and maximum 30
- Your password cannot include any character repeated 3 or more consecutive times
- Your password cannot contain your username or your username reversed
- Your password cannot contain whitespace characters such as spaces, tabs, line feeds, and carriage returns
- You cannot re-use your previously used passwords

11

You can click on the "Secret Question" dropdown to select the question of your choosing. Click the "* Secret Answer" field and provide an answer to that question.

The screenshot shows a registration form with the following fields and elements:

- Instructions:** All fields marked with an asterisk (*) are required. Dates should be typed in the format mm/dd/yyyy.
- * First Name:** Text input with "Bucks" entered.
- Middle Name:** Text input (empty).
- * Last Name:** Text input with "Tests" entered.
- * Birthday:** Text input with "01/02/2001" entered. A calendar icon is to the right.
- * Email:** Text input with "buckstest01@gmail.com" entered.
- * Login:** Text input with "BTest021" entered.
- * Password:** Text input with masked characters (dots). An information icon is to the right.
- Verify Password:** Text input with masked characters (dots).
- * Secret Question:** A dropdown menu with "What was your childhood nickname?" selected. This dropdown is highlighted with an orange circle.
- * Secret Answer:** Text input (empty).
- Agreement:** A checkbox labeled "I agree to Terms and Conditions".
- Buttons:** "CREATE" and "BACK" buttons at the bottom left.



You will need to remember your answer in the event you forget your password.

12 Click the "I agree to Terms and Conditions" field.

CREATE A NEW ACCOUNT

i All fields marked with an asterisk (*) are required.
i Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday
(MM/dd/yyyy)

* Email

* Login

* Password

Verify Password

* Secret Question

* Secret Answer

☐ I agree to [Terms and Conditions](#)

[CREATE](#) [BACK](#)

13 Click "Create"

CREATE A NEW ACCOUNT

i All fields marked with an asterisk (*) are required.
i Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday
(MM/dd/yyyy)

* Email

* Login

* Password

Verify Password

* Secret Question

* Secret Answer

☒ I agree to [Terms and Conditions](#)

[CREATE](#) [BACK](#)

14 Click this button field.

Create a New Customer Account

i All fields marked with an asterisk (*) are required.
i Dates should be typed in the format mm/dd/yyyy.

* First Name

Middle Name

* Last Name

* Birthday
(MM/dd/yyyy)

* Email

* Login

* Password

Verify Password

* Secret Question

* Secret Answer

☒ I agree to [Terms and Conditions](#)

Thank you for creating an account. You may now log in!

[GO TO LOGIN](#)

15 Click the "Login" field and type in your Login information.

BUCKS COUNTY
COMMUNITY COLLEGE

Login |

Customer Login

Login

Password

[LOGIN](#)

Create a New Customer Account
[Create Account](#)

Reset Your Password
[Reset Password](#)

Recover Your Username
[Recover Username](#)

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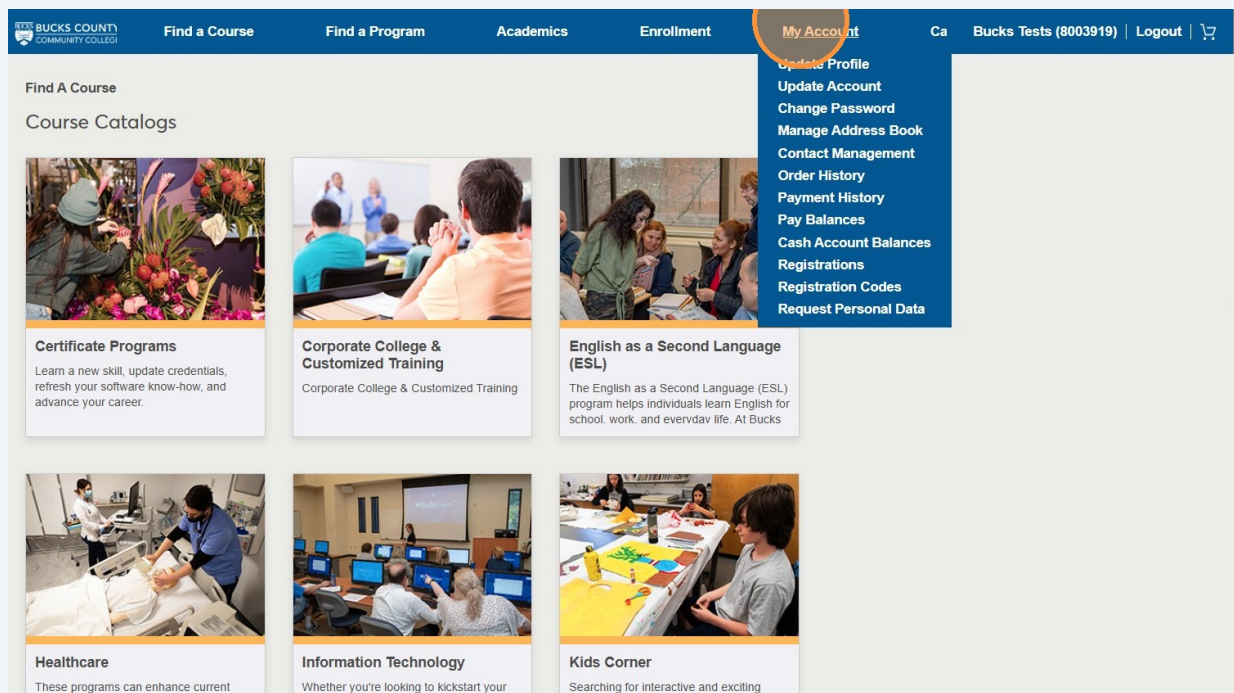
16 Click the "Password" field and type in your password.

The screenshot shows a web page with a 'Customer Login' section on the left and a right sidebar with links: 'Create a New Customer Account' (with a 'Create Account' link), 'Reset Your Password' (with a 'Reset Password' link), and 'Recover Your Username' (with a 'Recover Username' link). The 'Customer Login' section has two input fields: 'Login' (containing 'BTest021') and 'Password' (containing masked characters). An orange circle highlights the 'Password' field. Below the fields is a blue 'LOGIN' button. The footer contains links for 'About', 'Contact Us', and 'Privacy', and a copyright notice '© 2026 Jenzabar, Inc.'.

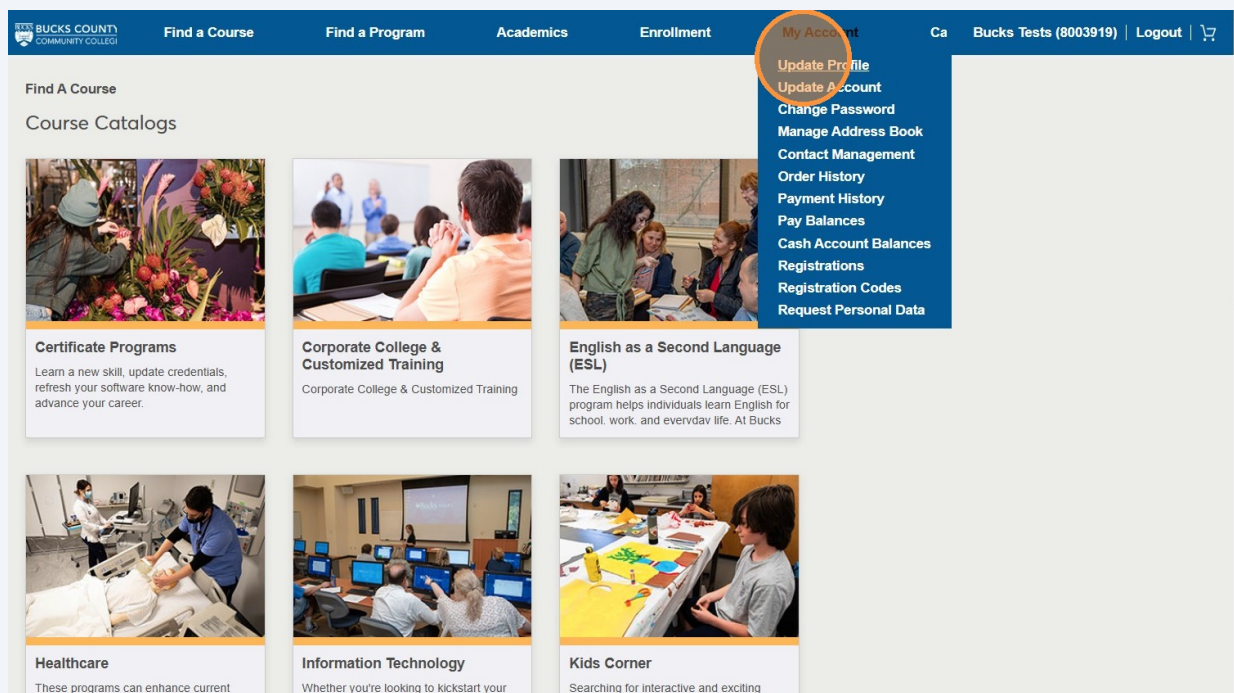
17 Click "Login"

This screenshot is identical to the previous one, but the orange circle now highlights the blue 'LOGIN' button located below the 'Password' field. The rest of the page content, including the input fields, sidebar links, and footer, remains the same.

18 Click "My Account"



19 Click "Update Profile"





You will want to complete all required fields under profile.

20

Select your legal "Gender"

Prefix

* First Name

Middle Name

* Last Name

Suffix

Personal Information

* Birthday 
(MM/dd/yyyy)

* Gender 

Gov ID
(xxx-xx-xxxx)

Ethnicity

Are you Hispanic or Latino? ☐

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

21 Click your "Ethnicity" field. Multiple choices are permitted in this field.

Suffix

Personal Information

* Birthday

(MM/dd/yyyy)

* Gender

Gov ID

(xxx-xx-xxxx)

Ethnicity

Are you Hispanic or Latino? ☐

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Billing Address

First name and Last name same as profile? ☐

First Name

Last Name

22 Click the "First name and Last name same as profile?" field. This will auto-generate your first and last name.

(xxx-xx-xxxx)

Ethnicity

Are you Hispanic or Latino? ☐

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☒ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Billing Address

First name and Last name same as profile? ☐

First Name

Last Name

* Address Line 1

Address Line 2

Address Line 3

* City

* State/Province

23

Click the "* Address Line 1" field to add your street address. You can click and add into "Address Line 2" and "Address Line 3" as needed.

Are you Hispanic or Latino? ☐

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☒ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Billing Address

First name and Last name same as profile? ☒

First Name

Last Name

* Address Line 1

Address Line 2

Address Line 3

* City

* State/Province

* Postal Code

Country

24

Click the "State/Province" field and choose your state from the dropdown.

Are you Hispanic or Latino? ☐

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☒ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Billing Address

First name and Last name same as profile? ☒

First Name

Last Name

* Address Line 1

Address Line 2

Address Line 3

* City

* State/Province

* Postal Code

Country

25 Click the "* Postal Code" field and enter your zip code.

Are you Hispanic or Latino? ☐

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☒ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Billing Address

First name and Last name same as profile? ☒

First Name

Last Name

* Address Line 1

Address Line 2

Address Line 3

* City

* State/Province

* Postal Code

Country

26 Verify the country listed is correct. If not, click on the "Country" field dropdown and select the correct country.

same as profile? ☒

First Name

Last Name

* Address Line 1

Address Line 2

Address Line 3

* City

* State/Province

* Postal Code

Country

Contact

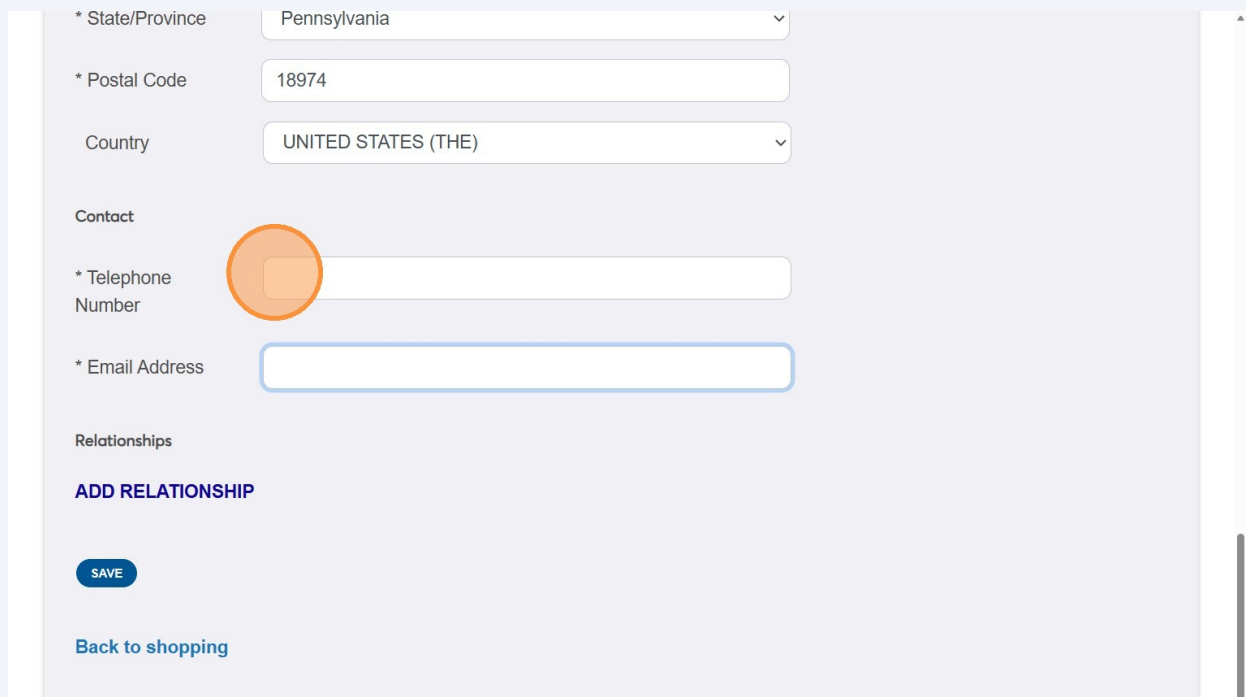
* Telephone Number

* Email Address

SAVE

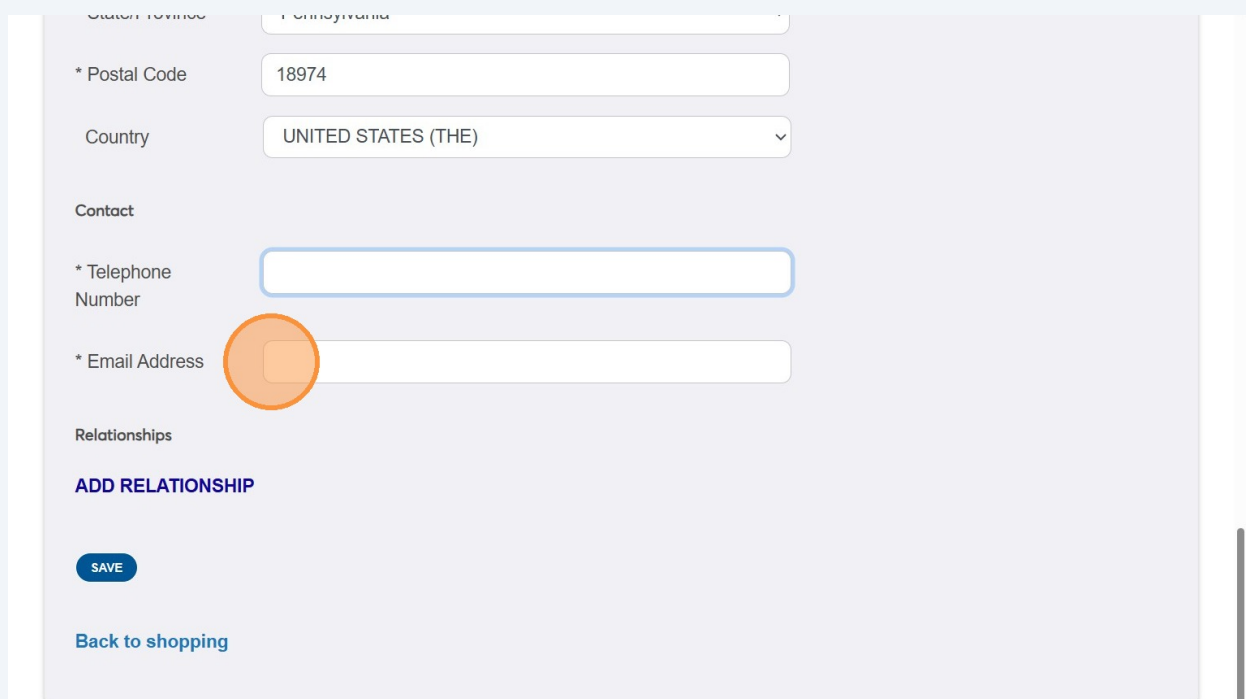
[Back to shopping](#)

27 Click the "* Telephone Number" field and type in your telephone number.



A screenshot of a user profile form. The form is divided into several sections: "State/Province" (a dropdown menu showing "Pennsylvania"), "Postal Code" (a text field with "18974"), "Country" (a dropdown menu showing "UNITED STATES (THE)"), "Contact" (a section header), "* Telephone Number" (a text field with an orange circle highlighting it), and "* Email Address" (a text field). Below the "Email Address" field is a "Relationships" section with an "ADD RELATIONSHIP" link. At the bottom of the form are a "SAVE" button and a "Back to shopping" link.

28 Click the "* Email Address" field and add email if needed. This should autopopulate based on account creation.



A screenshot of a user profile form, similar to the one in the previous step. The form is divided into several sections: "State/Province" (a dropdown menu showing "Pennsylvania"), "Postal Code" (a text field with "18974"), "Country" (a dropdown menu showing "UNITED STATES (THE)"), "Contact" (a section header), "* Telephone Number" (a text field), and "* Email Address" (a text field with an orange circle highlighting it). Below the "Email Address" field is a "Relationships" section with an "ADD RELATIONSHIP" link. At the bottom of the form are a "SAVE" button and a "Back to shopping" link.

29 Click "Add Relationship"

Country

Contact

* Telephone Number

* Email Address

Relationships

ADD RELATIONSHIP

SAVE

[Back to shopping](#)

30 Click the "* Organization" field and start typing in the organization you are associated with. Click on the correct organization. Note-If your organization does not appear the organization may need to reach out to Public Safety Training.

Country

Contact

* Telephone Number

* Email Address Email Address can not be blank

Relationships

* Organization

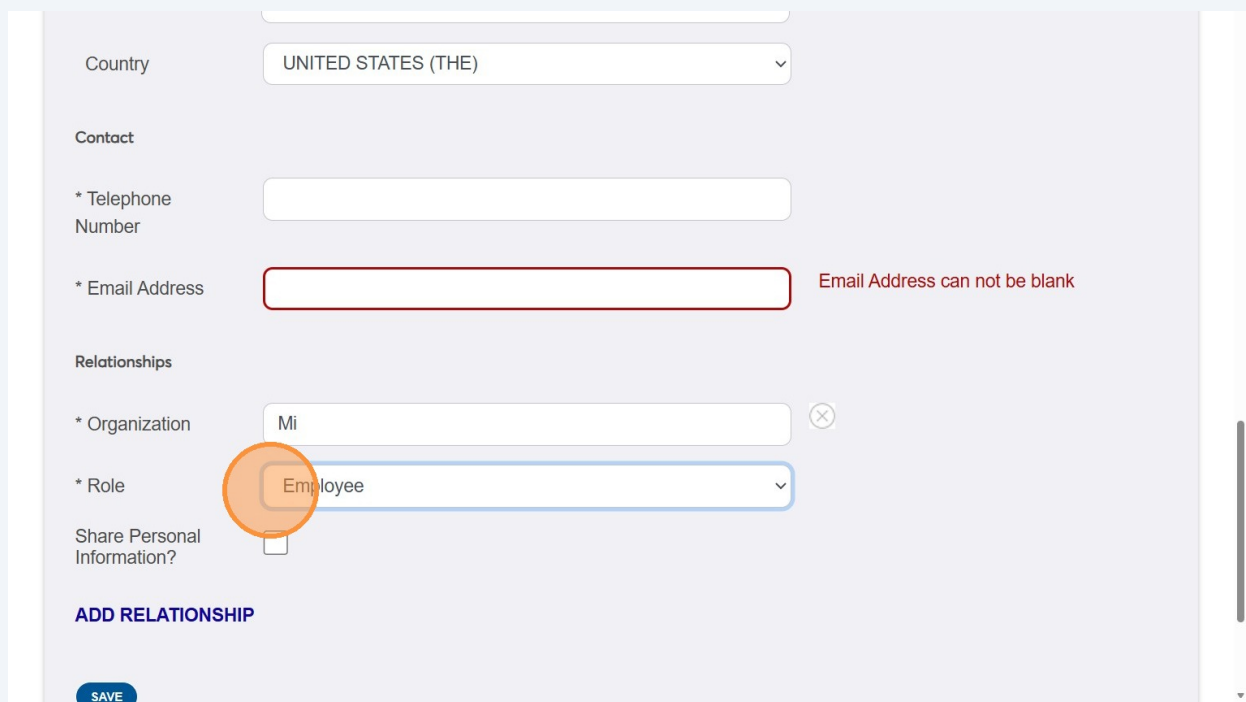
* Role

Share Personal Information? ☐

ADD RELATIONSHIP

SAVE

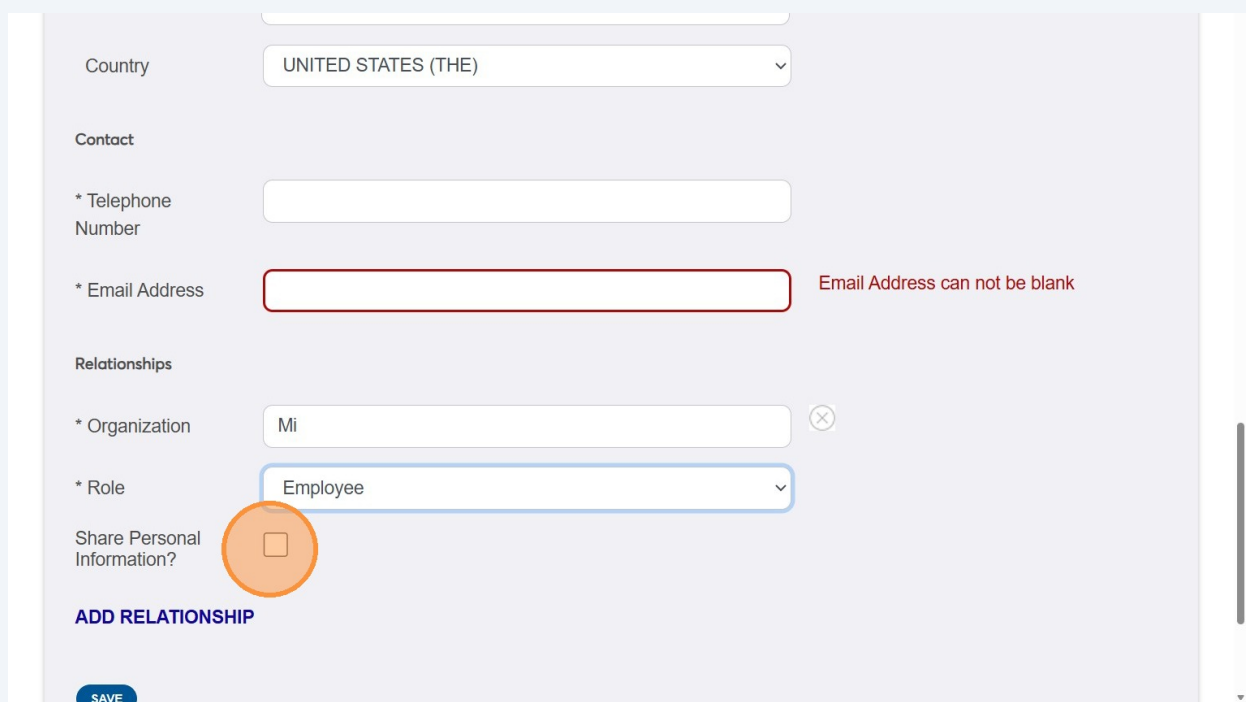
31 Click on the "Role" Field and select the "Employee" option.



The screenshot shows a form with the following fields and sections:

- Country:** A dropdown menu with "UNITED STATES (THE)" selected.
- Contact:**
 - * Telephone Number:** A text input field.
 - * Email Address:** A text input field with a red border and the error message "Email Address can not be blank" to its right.
- Relationships:**
 - * Organization:** A text input field with "Mi" entered and a clear button (X) to its right.
 - * Role:** A dropdown menu with "Employee" selected. This field is highlighted with an orange circle.
 - Share Personal Information?:** A checkbox that is currently unchecked.
- ADD RELATIONSHIP:** A blue button.
- SAVE:** A blue button at the bottom left.

32 Click the "Share Personal Information?" field.



This screenshot is identical to the one above, but the orange circle is now highlighting the "Share Personal Information?" checkbox, which remains unchecked.



If you are associated to more than one organization, you can click on add relationship again and add the next organization.

33 Click "Save"

same as premier

First Name	Bucks
Last Name	Tests
* Address Line 1	123 Test Ave
Address Line 2	
Address Line 3	
* City	Newtown
* State/Province	Pennsylvania
* Postal Code	18974
Country	UNITED STATES (THE)
Contact	
* Telephone Number	215-222-1122
* Email Address	buckstest01@gmail.com

SAVE

[Back to shopping](#)



If a field is missing the screen will mark that missing field in red and also identify this information for you at the top of the screen.

Relationships will sit as pending until the organization approves the relationship.

34 Click "Back to shopping"

A screenshot of a contact form on a website. The form is light gray with white input fields. It contains the following fields: * Address Line 1 (123 Test Ave), Address Line 2, Address Line 3, * City (Newtown), * State/Province (Pennsylvania), * Postal Code (18974), Country (UNITED STATES (THE)), Contact, * Telephone Number (215-222-1122), and * Email Address (buckstest01@gmail.com). Below the form is a blue 'SAVE' button and a blue 'Back to shopping' link. An orange circle highlights the 'Back to shopping' link.



This will take you back to the Course Catalog screen. You can now search and register for courses.