



How to Register Your BCPass Card

You are in total control of your BCPass accounts 24 hours a day, 7 days a week by registering your BCPass card.

With your BCPass card handy, go to www.bloomfield.edu/bcpass and click on Log In/Register on the Top Menu Panel.

Cardholder Registration Page: First section:

1. Card Number - Enter your 16 digit BCPass number (without spaces). It is located below your ID number on the front of your BCPass card.
2. Security Code - Enter the 3 digits located to the right of your 16 digit number.
3. Last Name - Enter your last name.

Cardholder Registration Page: Second section:

Enter one of the following (do not enter both).

1. Student ID – Please enter your Student ID number - located on the front of your BCPass card.
2. Date of Birth - Enter in mm/dd/yyyy format.
3. Click the Submit Button

Create User Profile Page: Complete the form as follows:

1. Create your username – A valid username is one word without spaces or special characters.
2. Create your password – A valid password is at least 5 characters without spaces or special characters.
3. Re-enter your password to confirm
4. Select a secret question from the drop-down list and provide your answer.
5. Enter your email address.

Cardholder Terms & Conditions Page: Upon review:

1. Click "Yes"
2. Enter Initials
3. Click "Accept Terms"

Registration & Card Activation Successful Confirmation Page:

Congratulations you have successfully registered your account. To access your account, click on "Click Here" to return to the login page and enter the username and password you just established.

If you have any questions, please contact the Bloomfield College BCPass Service Center at **888-989-3534**, Monday through Friday between 8 am and 6 pm Eastern Time or via email at bcpass@bloomfield.edu.