Viking Portal - Employee Guide

In this guide you will learn:

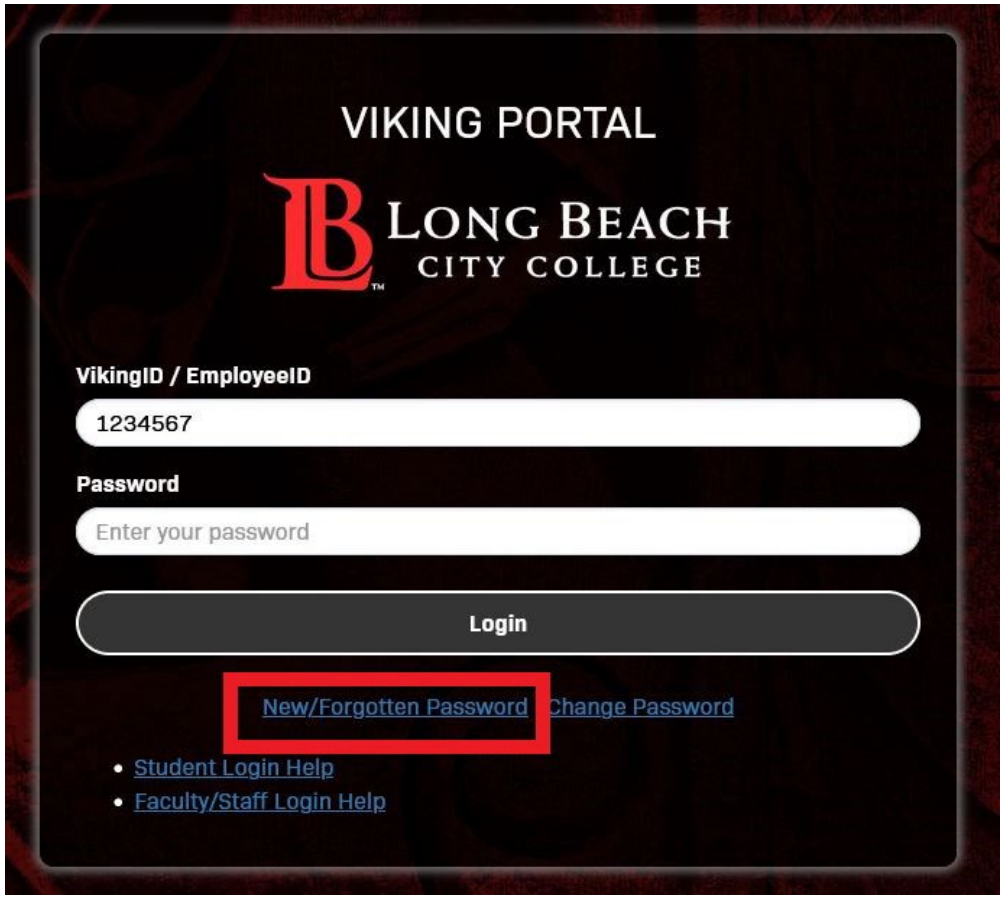
1. How to ***reset*** your password (if you are a new employee or have forgotten your password).
2. How to ***change*** your password to update it for security (this is recommended to do regularly).
3. How to ***login*** *and navigate* Viking Portal.

What will you need?

You will need to know your Employee 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 Employee Viking ID, or do not have access to your personal email account/phone number on file, you may reach out to Human Resources to obtain your ID and/or update your contact information: https://www.lbcc.edu/human-resources

Reset Password (New or Forgotten) Password)

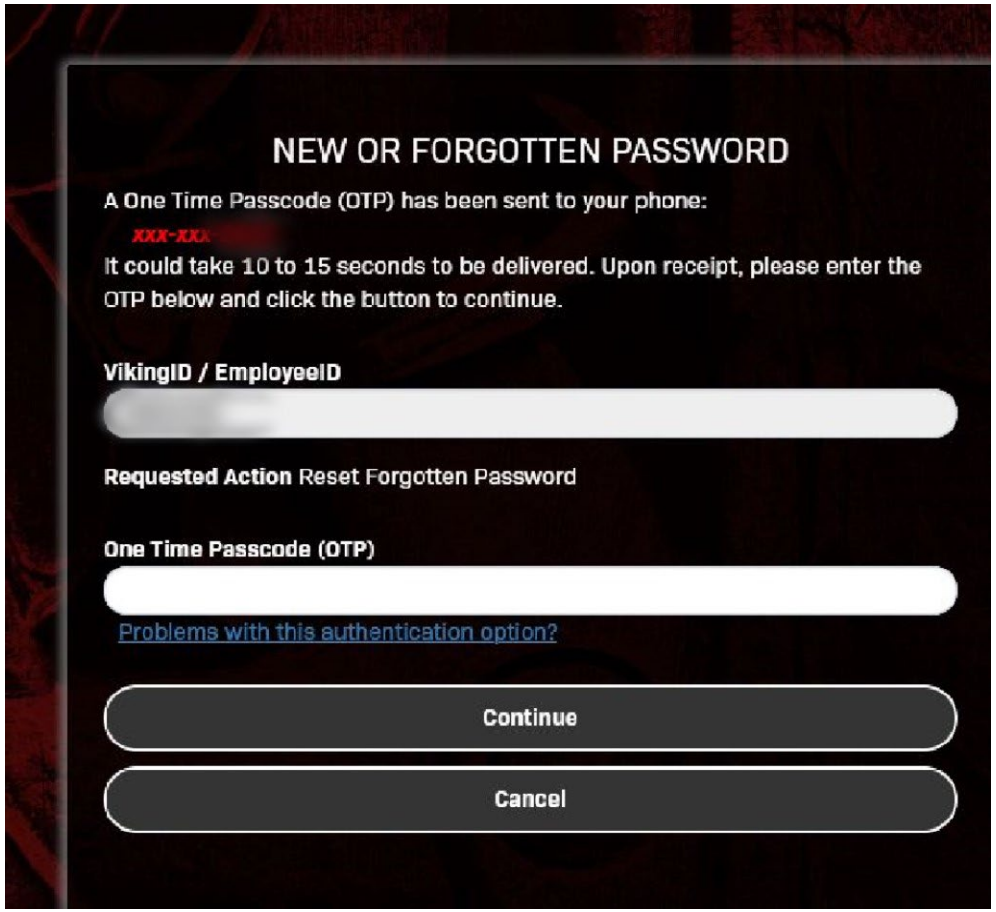


Step 1: Go to https://lbcc.onbio-key.com/ to access Viking Portal.
Step 2: Under **Viking ID/EmployeeID**, enter your ID and then click on **New/Forgotten Password**.

A One Time Passcode (OTP) will be sent to you (see next slide).

For this example, the OTP has been sent via text. Please note, you have the choice to send your OTP in different methods (via email or call to the help desk).

Receiving a one time passcode (OTP)

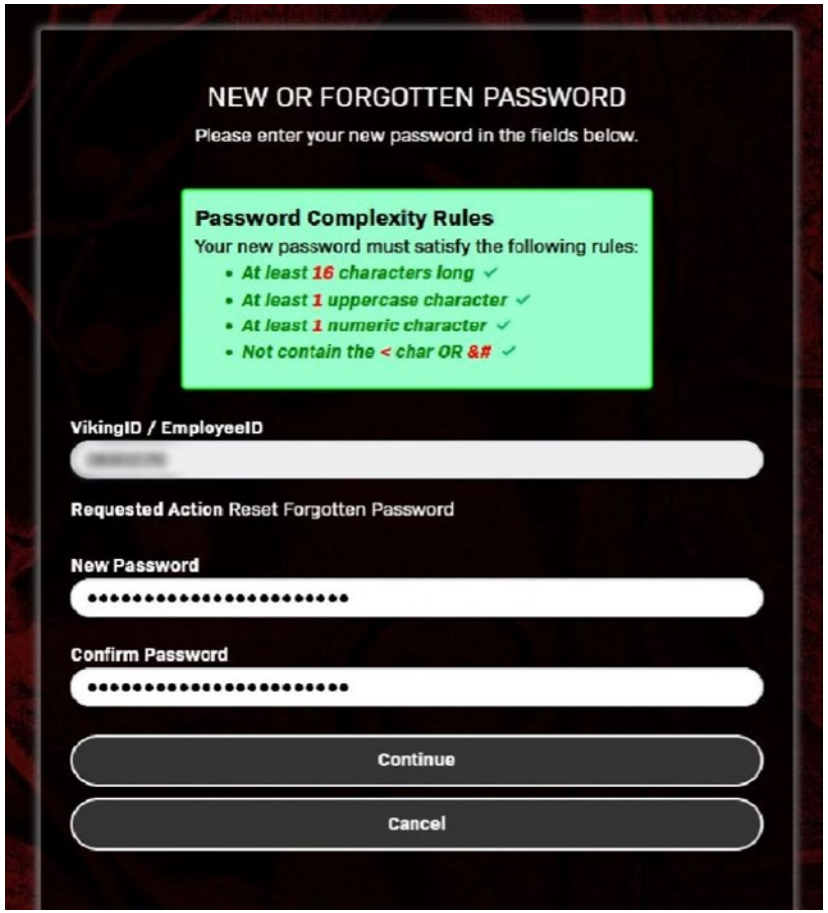


Type the OTP that was sent as a text message under **One Time Passcode (OTP)**. Then click **Continue**.

If you do not receive an OTP as a text message, click **Problems with this authentication option?** to resend the OTP, email the OTP, or call into the Help Desk to receive one over the phone.

ITS Help Desk: (562) 938-4357

Setting your password



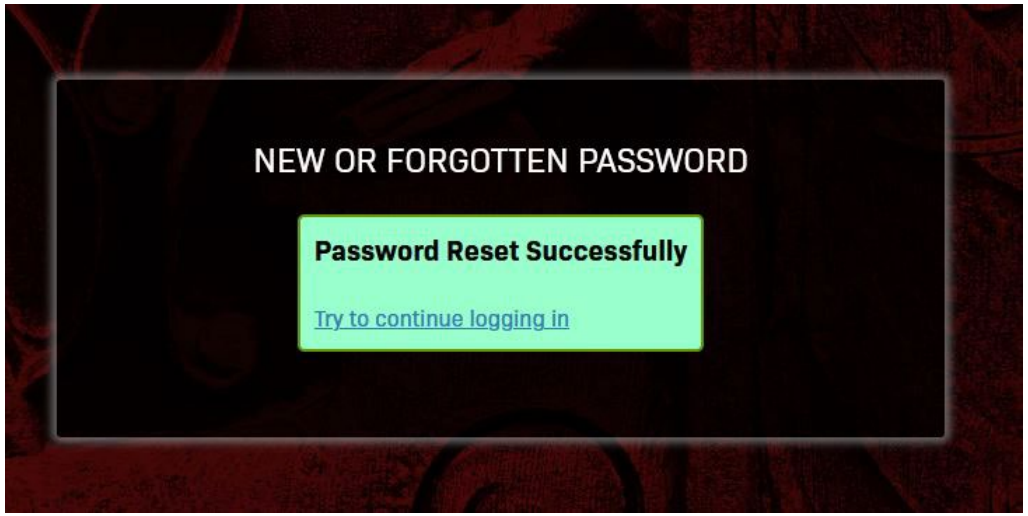
Under **New Password**, create a new password for your account. Please note the **Password Complexity Rules:**

- Must be at least 16 characters long
- At least 1 uppercase character
- At least 1 numeric character
- Not contain the < char or &#

Once you have entered your password, re-enter it under **Confirm Password**. Then click **Continue**.

Tip: ITS suggests the use of passphrases for added security.
For example: Afternoon Tea @ 4pm

Confirmation Page



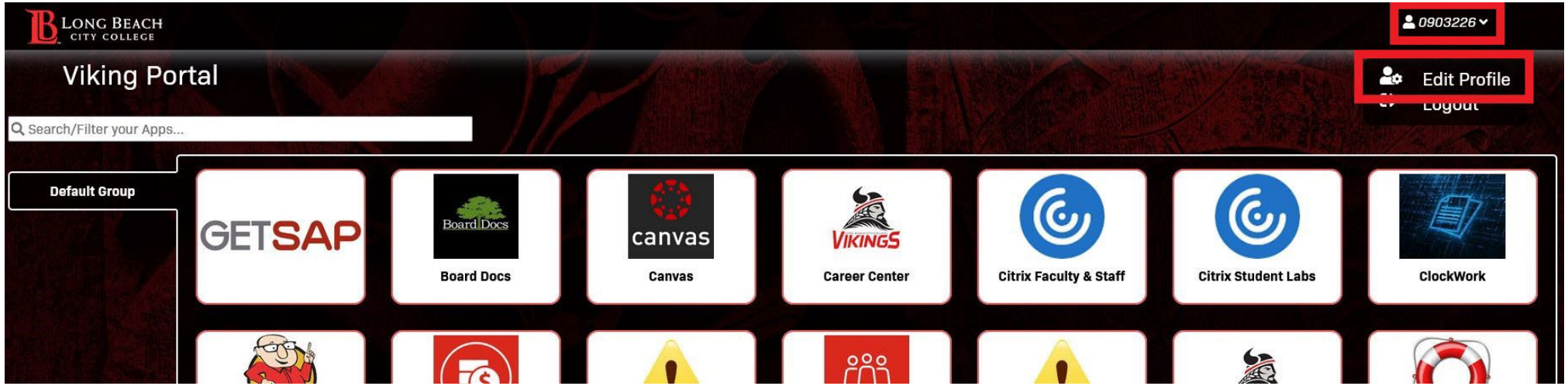
CONGRATUATIONS! You have successfully reset your password.
As a friendly reminder, NEVER share your password with anyone

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.

Preview of the Viking Portal

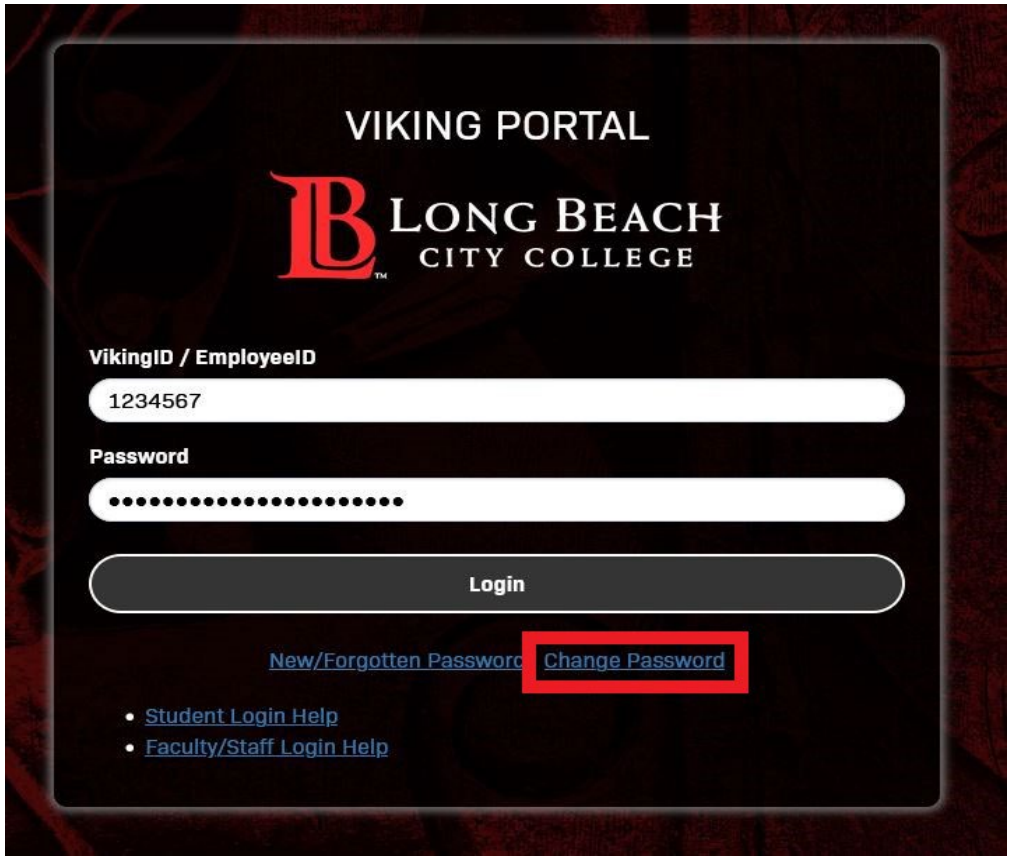
Congratulations! You're in! Within Viking Portal, you have access to online platforms. Note that this list will change and grow as more online platforms are added. Check back regularly.

If you click on your **Employee ID (upper right-hand corner) > Edit Profile** you will find options to change your OTP delivery method, identify what phone/email are on file for you, and more.



To navigate back to Viking Portal: https://lbcc.onbio-key.com/

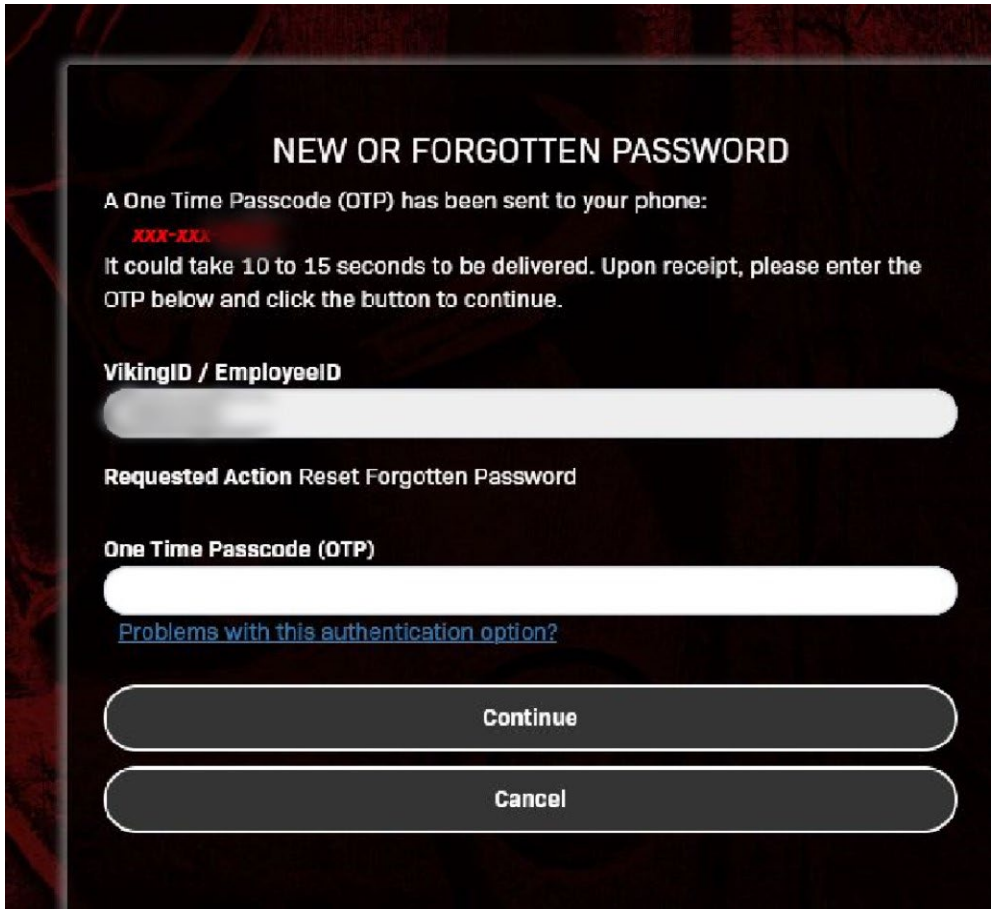
Changing your password



Step 1: Go to https://lbcc.onbio-key.com/ to access the Viking Portal.

Step 2: Type in your **Employee ID** and **current password** then click on **Change Password**.

One time passcode (OTP)



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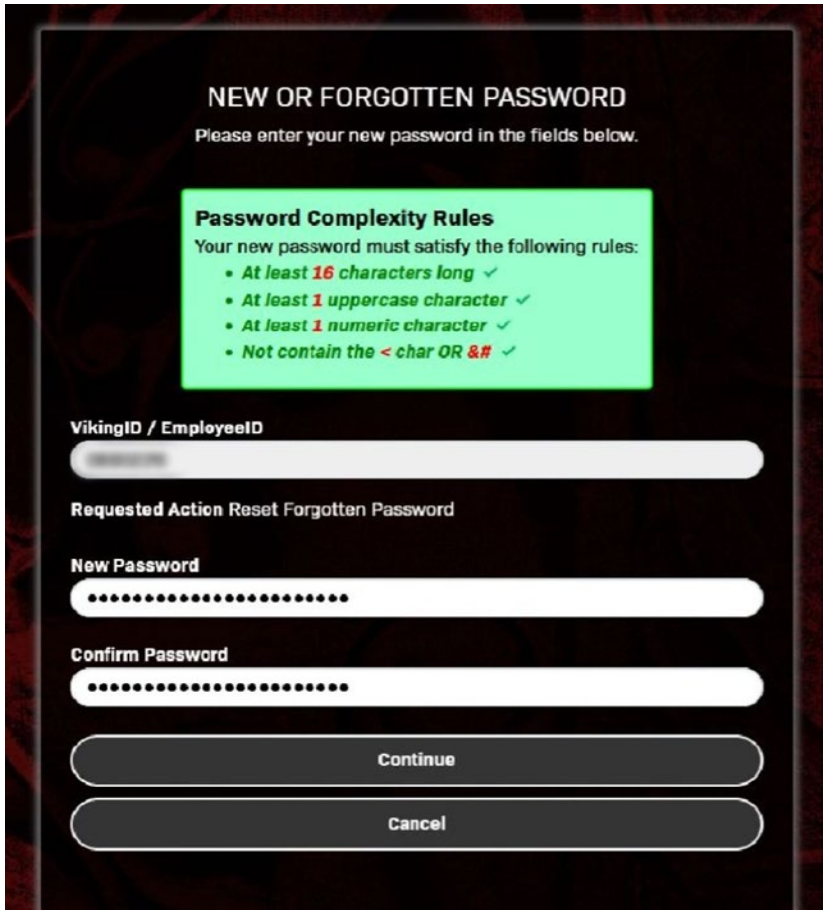
Updating your password



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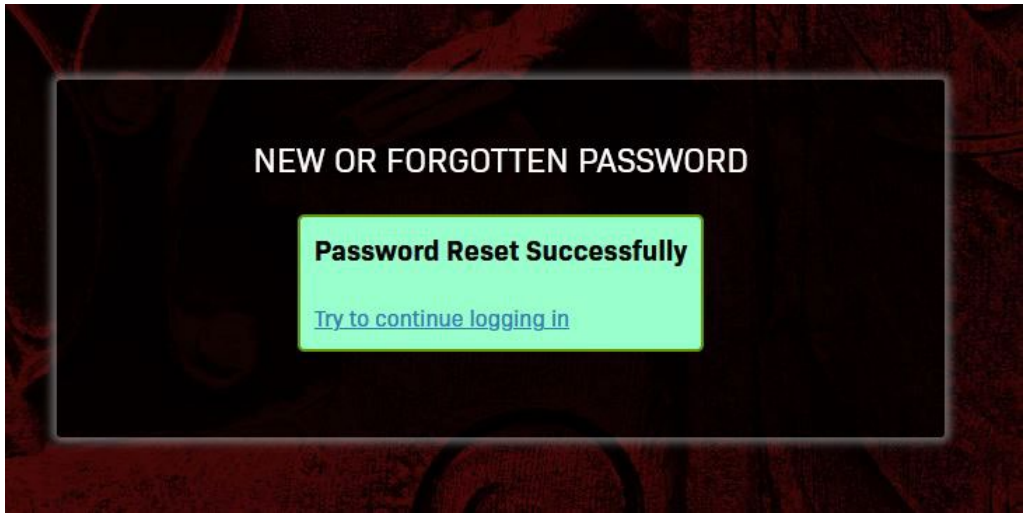
Changed password confirmation Page



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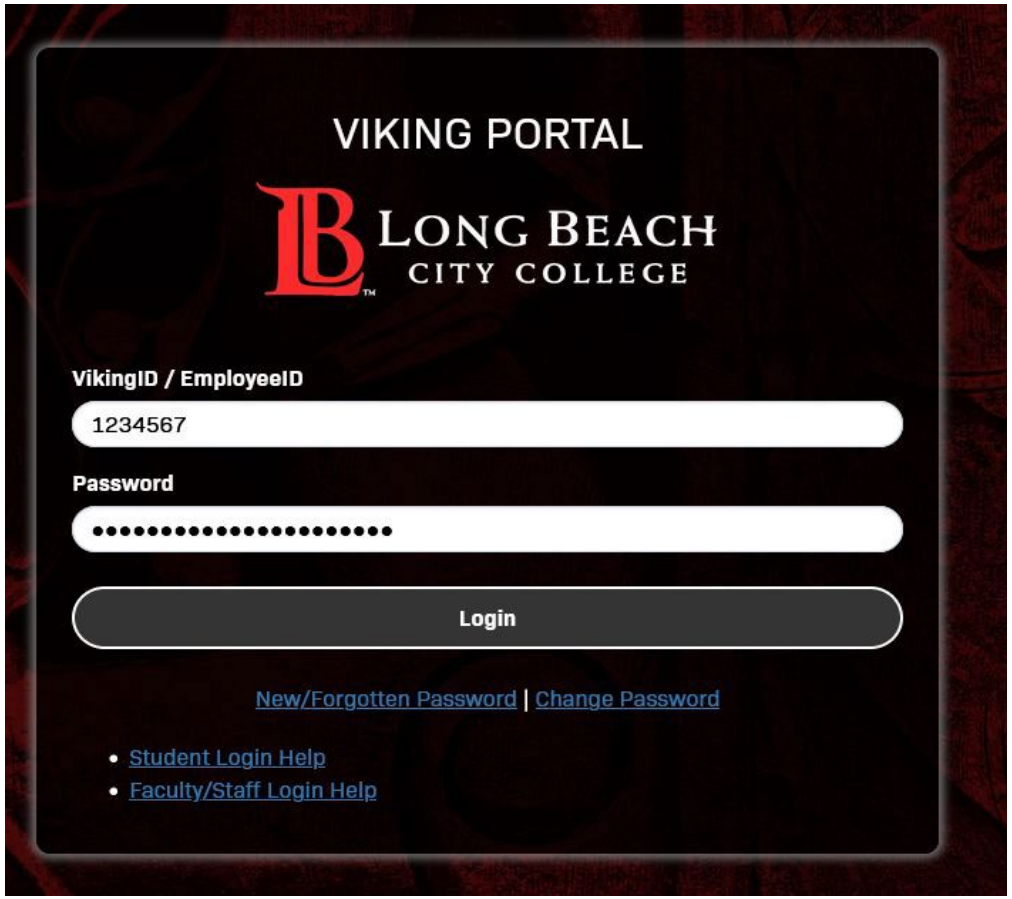
Logging in

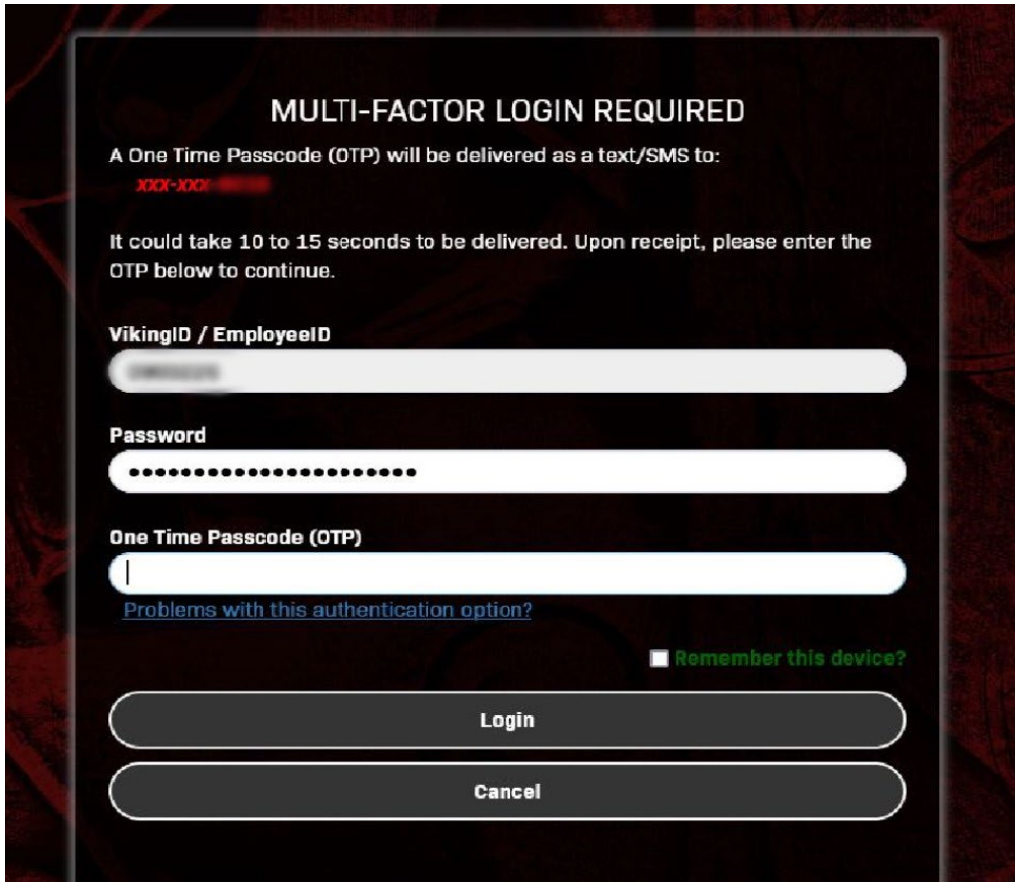


Step 1: Go to https://lbcc.onbio-key.com/ to access Viking Portal.

Step 2: Type in your **Employee ID** and **Password**. Click **Login**.

The system will generate a One Time Passcode (OTP) and send it to the phone/email you have on file with LBCC (see next slide).

One Time Passcode input screen



Step 3: Type your OTP in the space provided.

Step 4: Click **Login**.

- "**Remember this device?**" is not recommended to select on public/shared devices.
- Clicking "Problems with this authentication option?" allows more options to receive a One Time Passcode if available.

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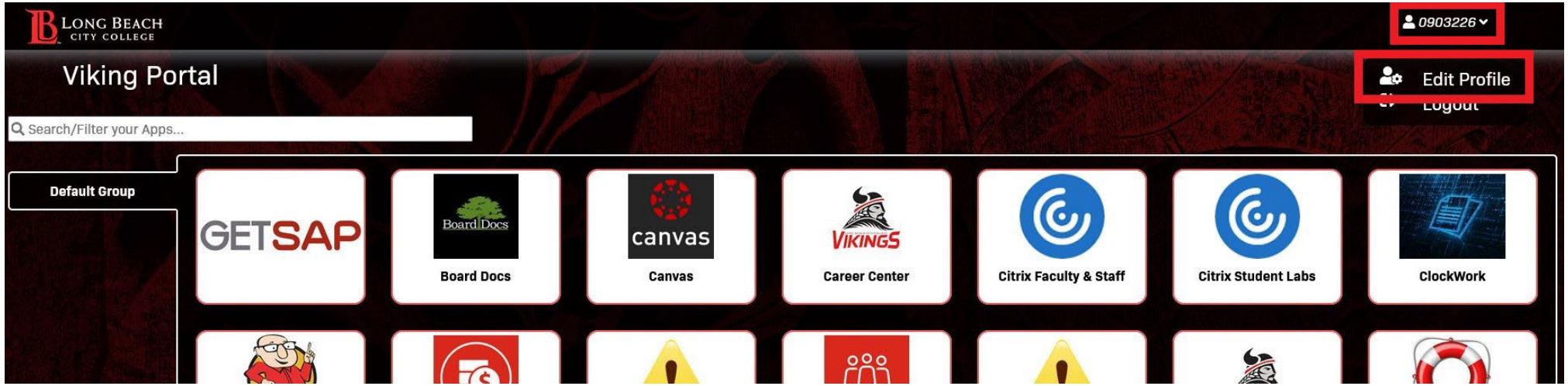

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Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu