

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.

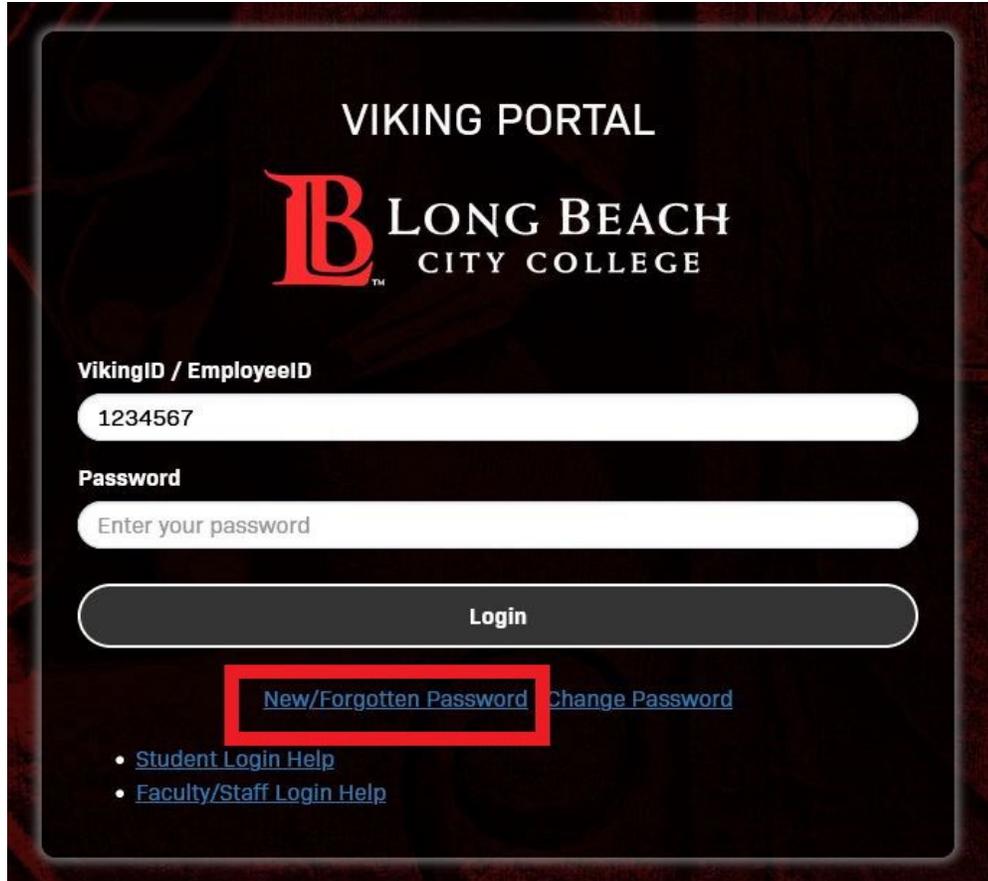
What will you need?

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



VIKING PORTAL

 LONG BEACH
CITY COLLEGE

VikingID / EmployeeID

1234567

Password

Enter your password

Login

[New/Forgotten Password](#) [Change Password](#)

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

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)

NEW OR FORGOTTEN PASSWORD

A One Time Passcode (OTP) has been sent to your phone:
XXX-XX

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

VikingID / EmployeeID

Requested Action Reset Forgotten Password

One Time Passcode (OTP)

[Problems with this authentication option?](#)

Continue

Cancel

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

The screenshot shows a web form titled "NEW OR FORGOTTEN PASSWORD" with the instruction "Please enter your new password in the fields below." A green callout box highlights the "Password Complexity Rules":

- At least 16 characters long ✓
- At least 1 uppercase character ✓
- At least 1 numeric character ✓
- Not contain the < char OR &# ✓

The form includes the following fields and buttons:

- VikingID / EmployeeID (text input)
- Requested Action Reset Forgotten Password (text input)
- New Password (password input)
- Confirm Password (password input)
- Continue (button)
- Cancel (button)

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

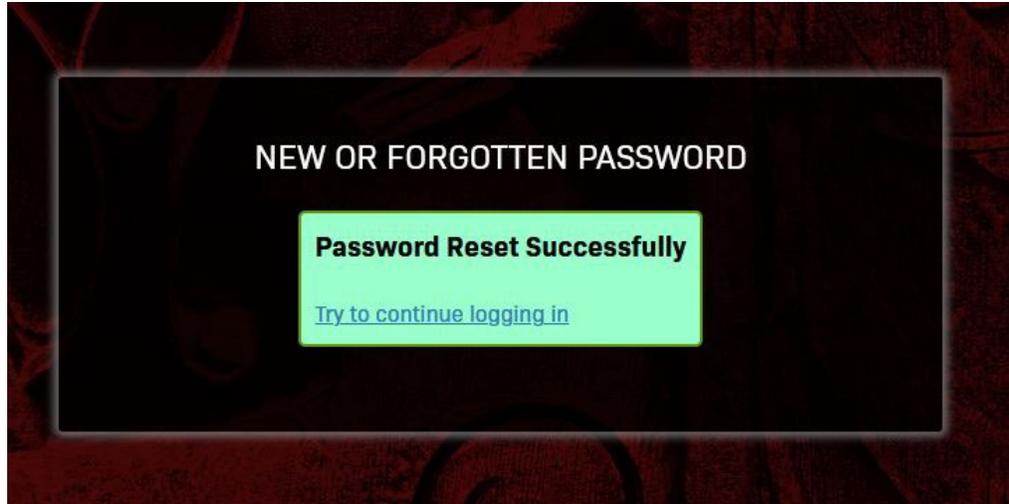
- Must be at least 16 characters long
- At least 1 uppercase character
- At least 1 numeric character
- Not contain the < char or &#

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.

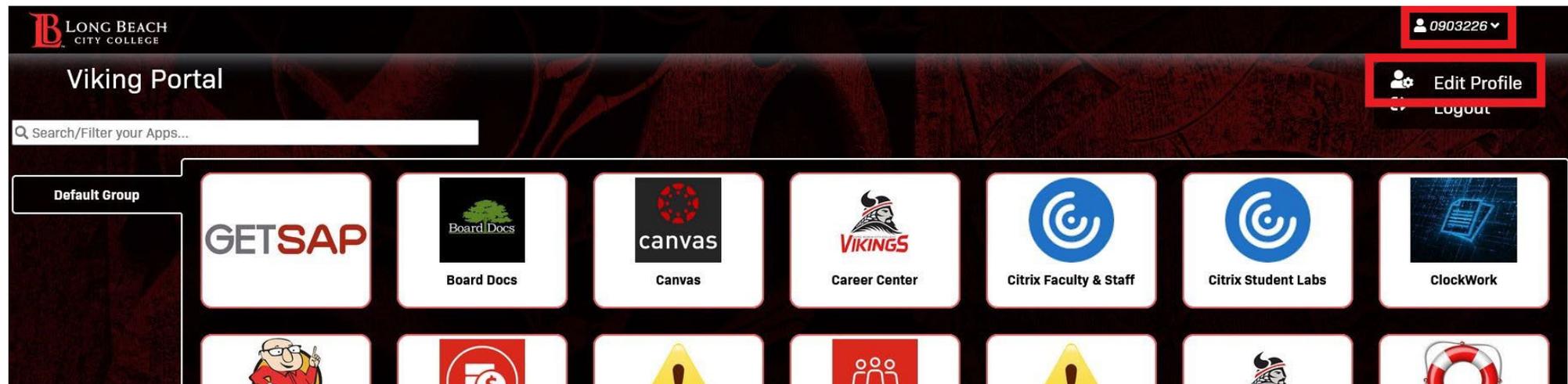
As a friendly reminder, NEVER share your password with anyone

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

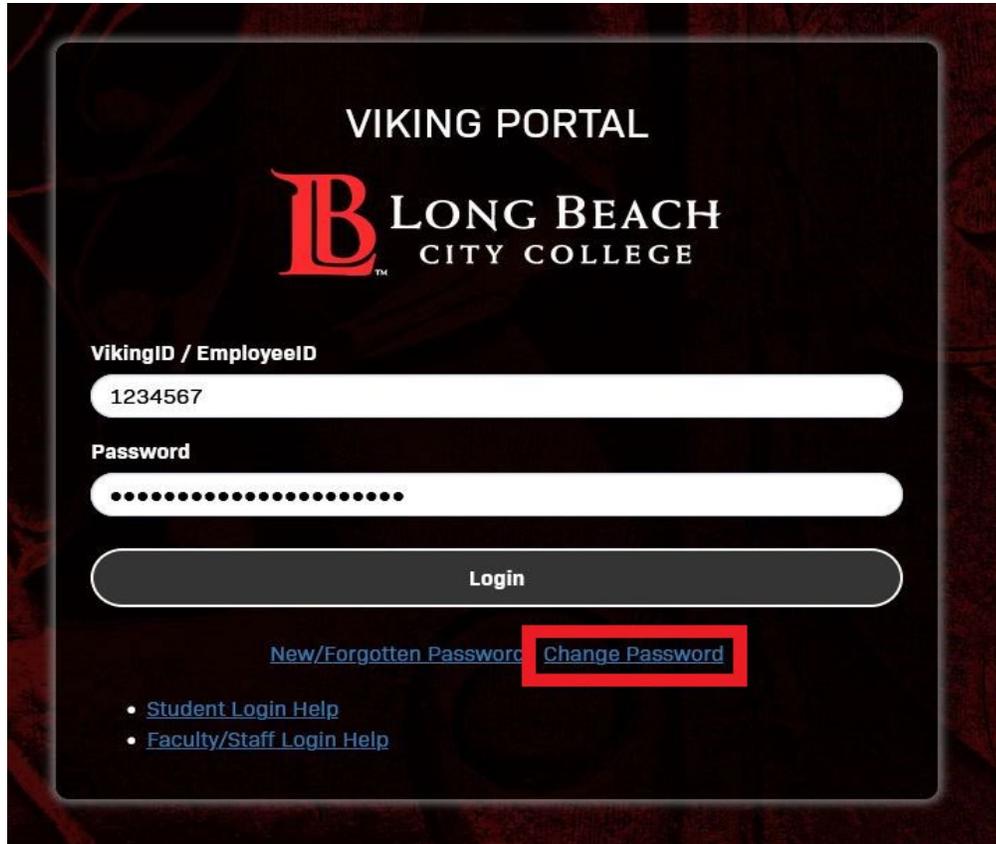
Congratulations! You're in! Within Viking Portal, you have access to online platforms. Note that this list will change and grow as more online platforms are added. Check back regularly.

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

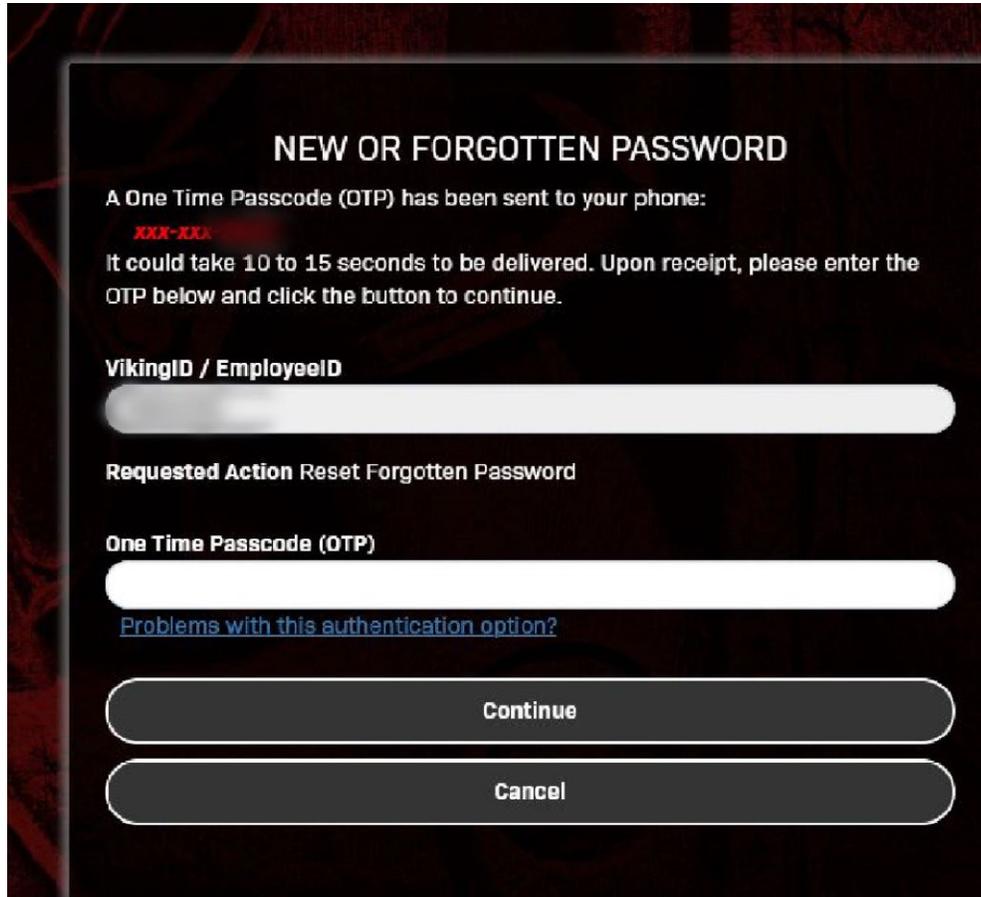


The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and "LONG BEACH CITY COLLEGE" with the college logo. Below that, there are two input fields: "VikingID / EmployeeID" with the value "1234567" and "Password" with masked characters. A "Login" button is centered below the fields. At the bottom, there are two links: "New/Forgotten Password" and "Change Password", with the latter highlighted by a red box. There are also two links for help: "Student Login Help" and "Faculty/Staff Login Help".

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)



NEW OR FORGOTTEN PASSWORD

A One Time Passcode (OTP) has been sent to your phone:
XXX-XX

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

VikingID / EmployeeID

Requested Action Reset Forgotten Password

One Time Passcode (OTP)

[Problems with this authentication option?](#)

Continue

Cancel

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.

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Updating your password

The screenshot shows a web form titled "NEW OR FORGOTTEN PASSWORD" with the instruction "Please enter your new password in the fields below." A green callout box highlights the "Password Complexity Rules":

- At least 16 characters long ✓
- At least 1 uppercase character ✓
- At least 1 numeric character ✓
- Not contain the < char OR &# ✓

The form includes the following fields and buttons:

- VikingID / EmployeeID (text input)
- Requested Action Reset Forgotten Password (text input)
- New Password (password input)
- Confirm Password (password input)
- Continue (button)
- Cancel (button)

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

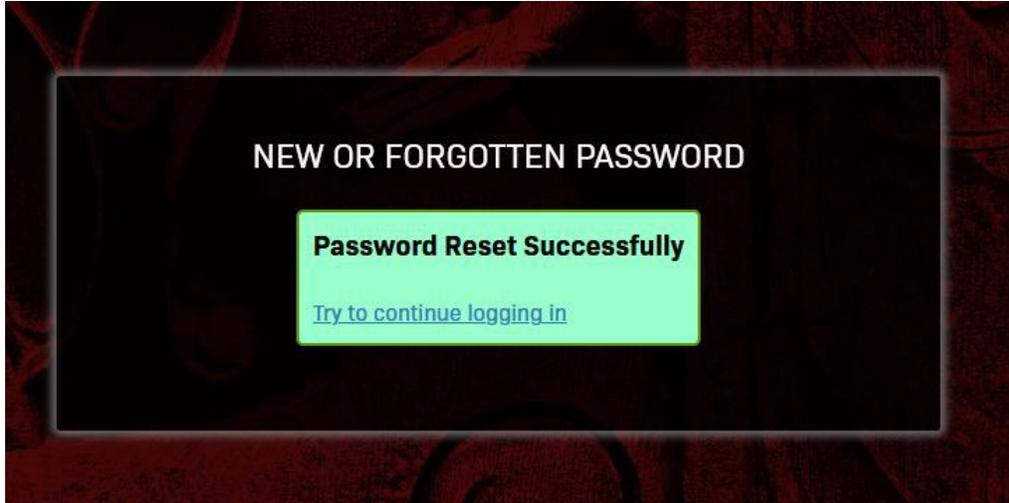
- Must be at least 16 characters long
- At least 1 uppercase character
- At least 1 numeric character
- Not contain the < char or &#

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

Changed password confirmation Page

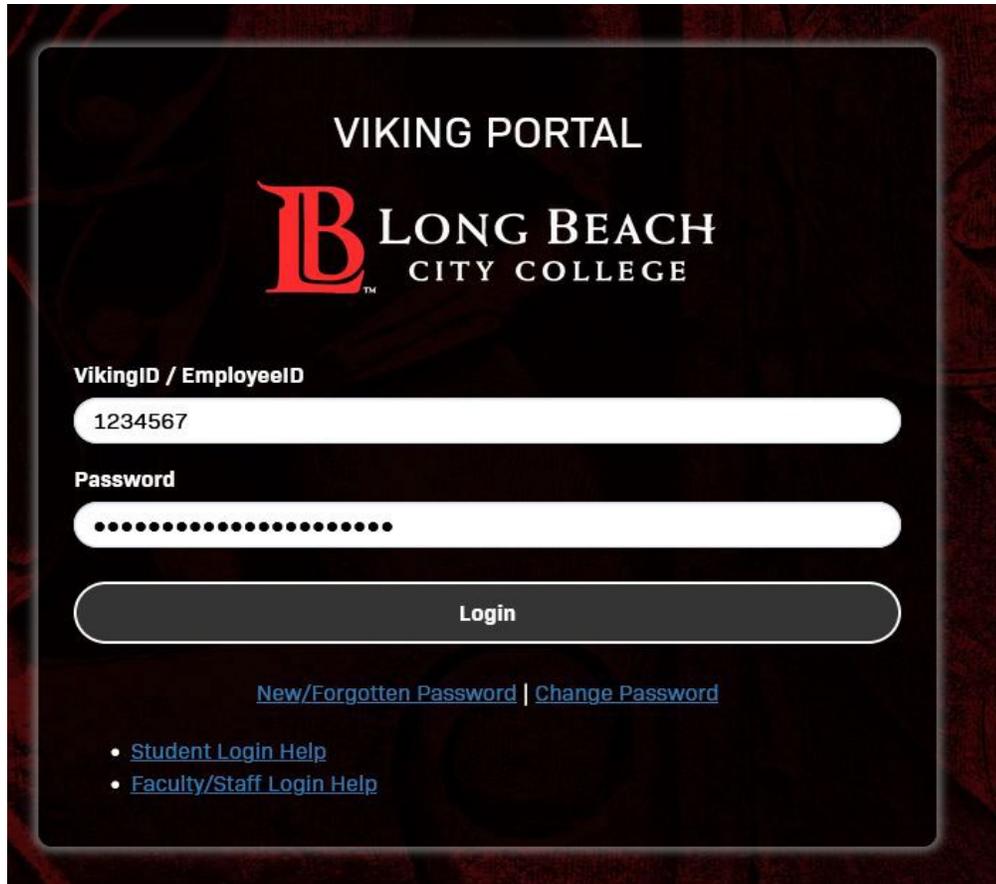


CONGRATUATIONS! You have successfully reset your password.

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.

Logging in



The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and features the Long Beach City College logo. Below the logo, there are two input fields: "VikingID / EmployeeID" with the value "1234567" and "Password" with masked characters. A "Login" button is positioned below the password field. At the bottom, there are links for "New/Forgotten Password" and "Change Password", and a list of links for "Student Login Help" and "Faculty/Staff Login Help".

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

MULTI-FACTOR LOGIN REQUIRED

A One Time Passcode (OTP) will be delivered as a text/SMS to:
XXX-XXX-XXXX

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

VikingID / EmployeeID
[Input field]

Password
[Input field]

One Time Passcode (OTP)
[Input field]

[Problems with this authentication option?](#)

Remember this device?

Login

Cancel

Step 3: Type your OTP in the space provided.

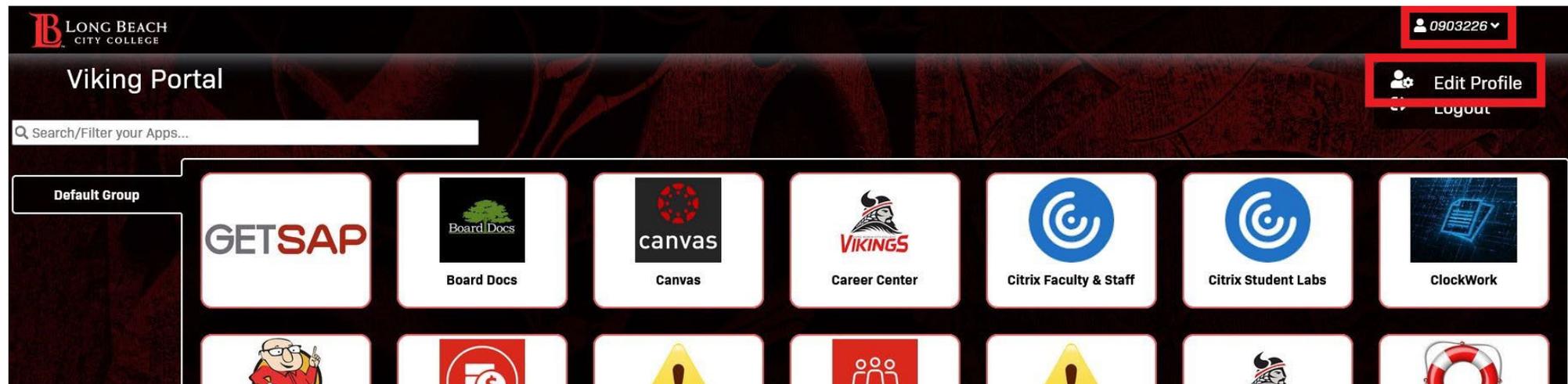
Step 4: Click **Login**.

- “**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.

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/>

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