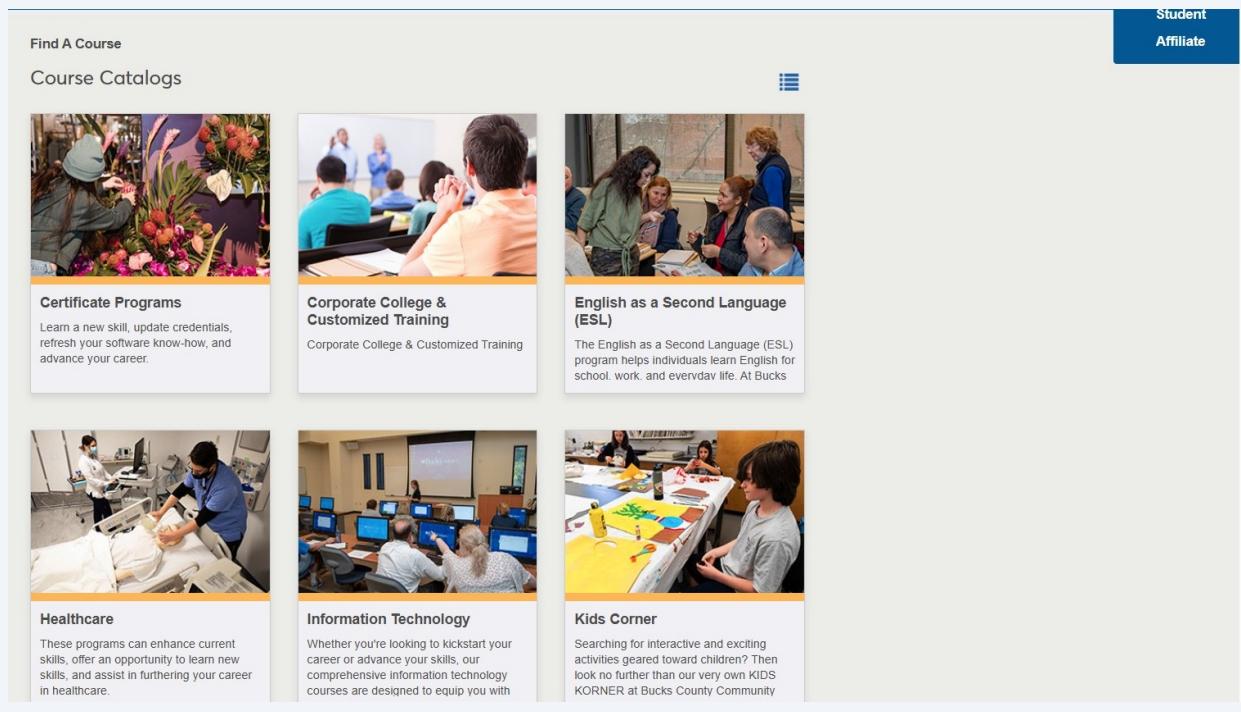


Create and Update Student Account Profile (Kids on Campus)

1

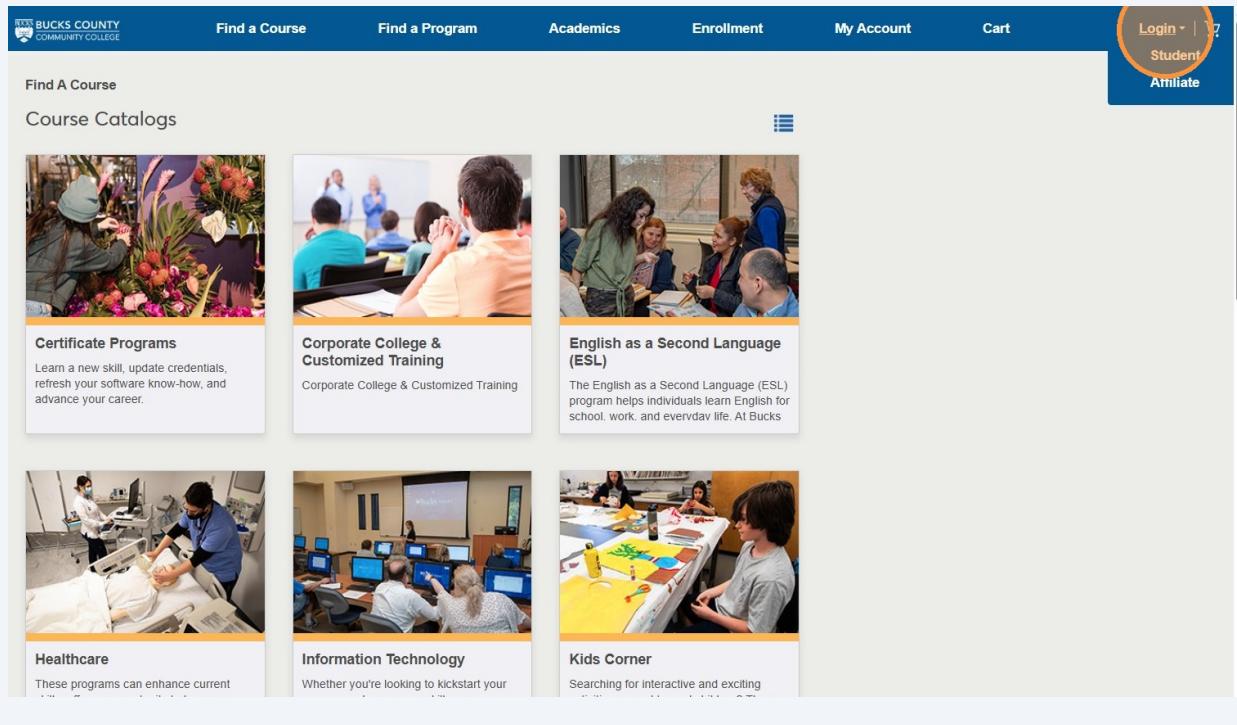
Navigate to <https://exploreandenroll.bucks.edu/modules/shop/>



The screenshot shows the Bucks County Community College website's homepage. At the top right, there are buttons for "Student" and "Affiliate". On the left, there are links for "Find A Course" and "Course Catalogs". The main content area features six program categories arranged in a 2x3 grid:

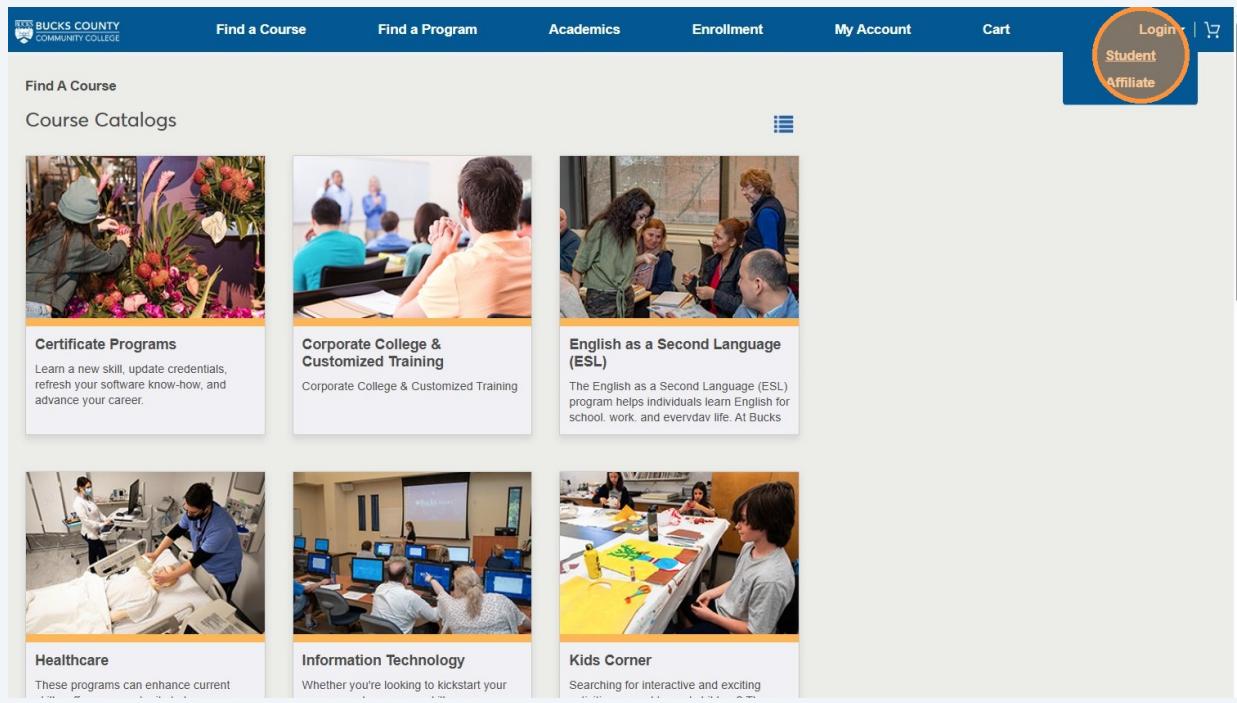
- Certificate Programs**: Learn a new skill, update credentials, refresh your software know-how, and advance your career.
- Corporate College & Customized Training**: Corporate College & Customized Training
- English as a Second Language (ESL)**: The English as a Second Language (ESL) program helps individuals 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

2 Click "Login"



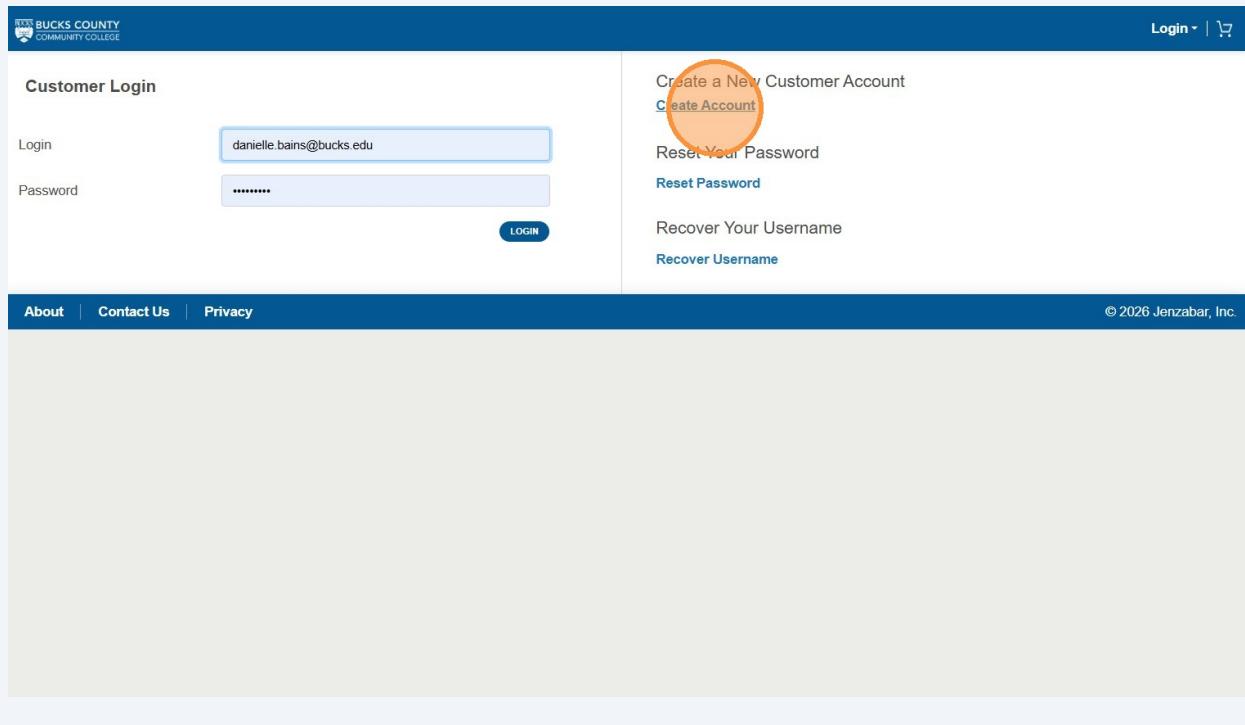
The screenshot shows the Bucks County Community College website. At the top right, there is a blue navigation bar with several links: 'Find a Course', 'Find a Program', 'Academics', 'Enrollment', 'My Account', 'Cart', and a 'Login' button. The 'Login' button is circled in orange. Below the navigation bar, there is a section titled 'Course Catalogs' with six program categories: 'Certificate Programs', 'Corporate College & Customized Training', 'English as a Second Language (ESL)', 'Healthcare', 'Information Technology', and 'Kids Corner'. Each category has a small image, a title, and a brief description.

3 Click "Student"



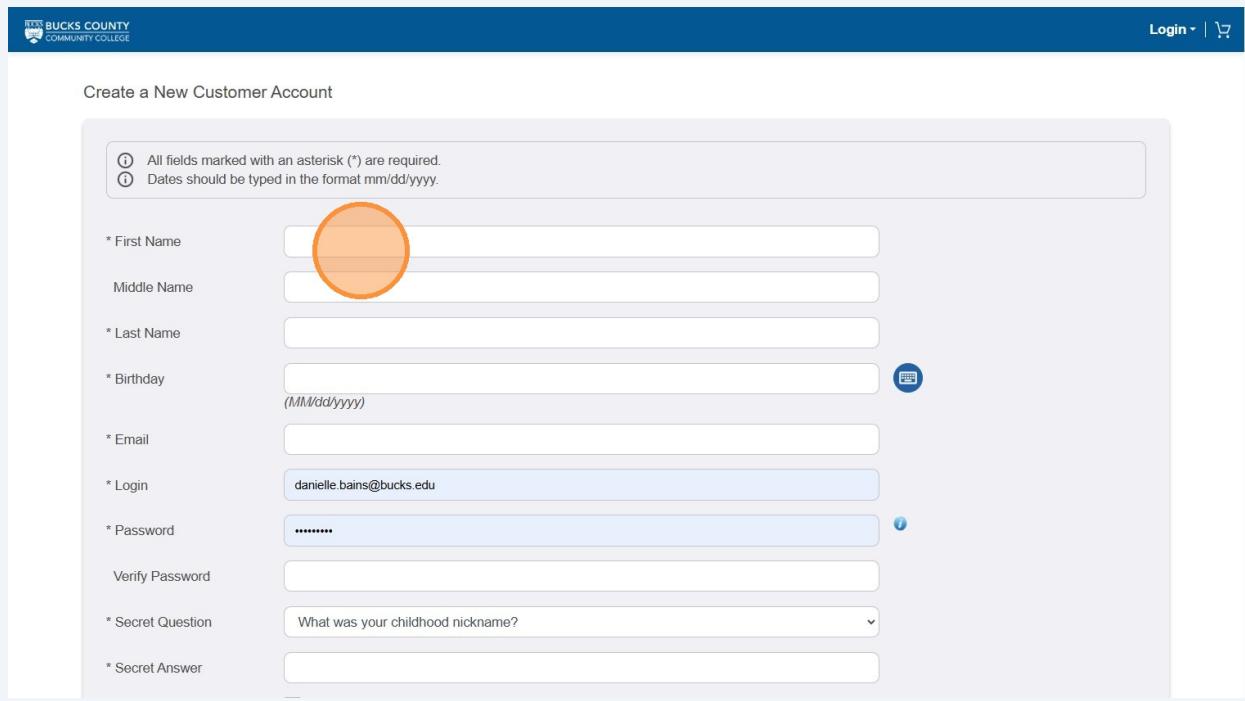
The screenshot shows the Bucks County Community College website. The layout is identical to the previous one, but the 'Student' link in the top right navigation bar is circled in orange. The rest of the page content, including the 'Course Catalogs' section with its six program categories, remains the same.

4 Click "Create Account"



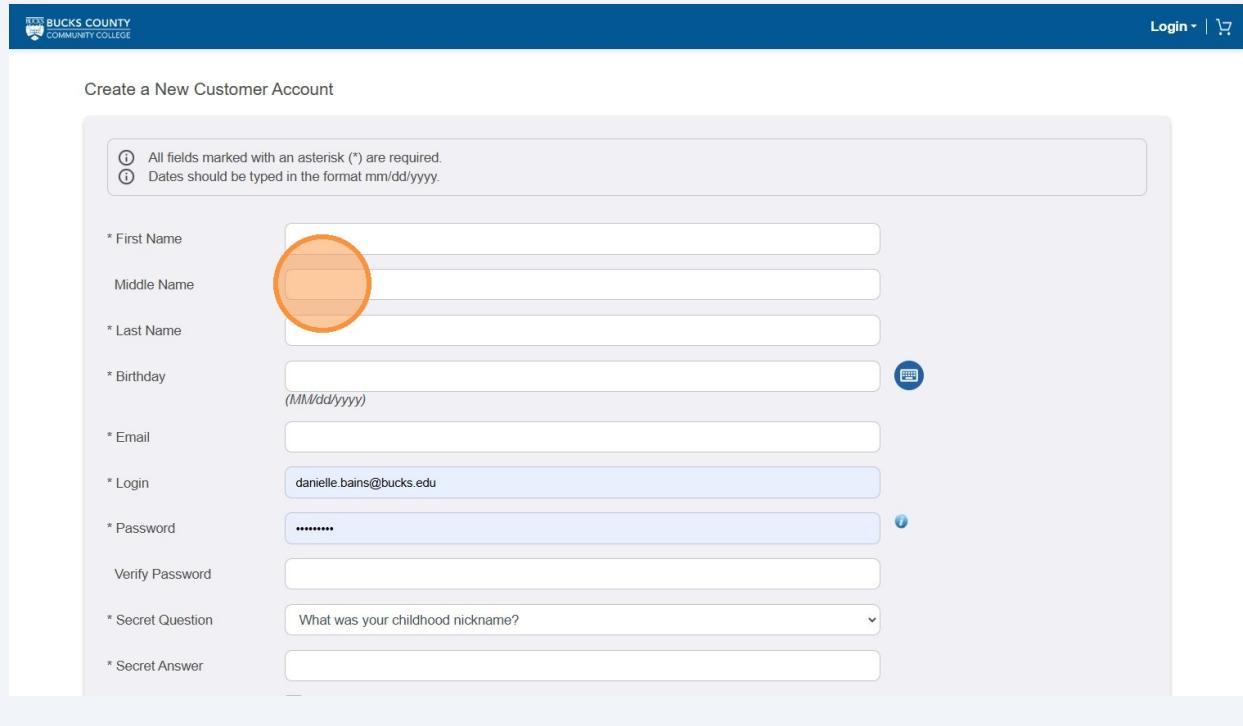
The screenshot shows the Bucks County Community College Customer Login page. On the left, there is a 'Customer Login' section with 'Login' and 'Password' fields, and a 'LOGIN' button. On the right, there are links for account creation and recovery: 'Create a New Customer Account' (with 'Create Account' underlined and circled in orange), 'Reset Your Password', 'Reset Password', 'Recover Your Username', and 'Recover Username'. The page footer includes links for 'About', 'Contact Us', and 'Privacy', and a copyright notice: '© 2026 Jenzabar, Inc.'

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



The screenshot shows the 'Create a New Customer Account' form. At the top, there are two informational boxes: one about required fields and one about date format. The form contains the following fields: '* First Name' (highlighted with an orange circle), 'Middle Name', '* Last Name', '* Birthday' (with a calendar icon), '* Email', '* Login' (containing 'danielle.bains@bucks.edu'), '* Password' (with a password strength icon), 'Verify Password', '* Secret Question' (a dropdown menu with 'What was your childhood nickname?'), and '* Secret Answer'. The 'First Name' field is the first in a vertical list of required fields.

6 If you have a middle name, Click the "* Middle Name" field and type in your child's 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

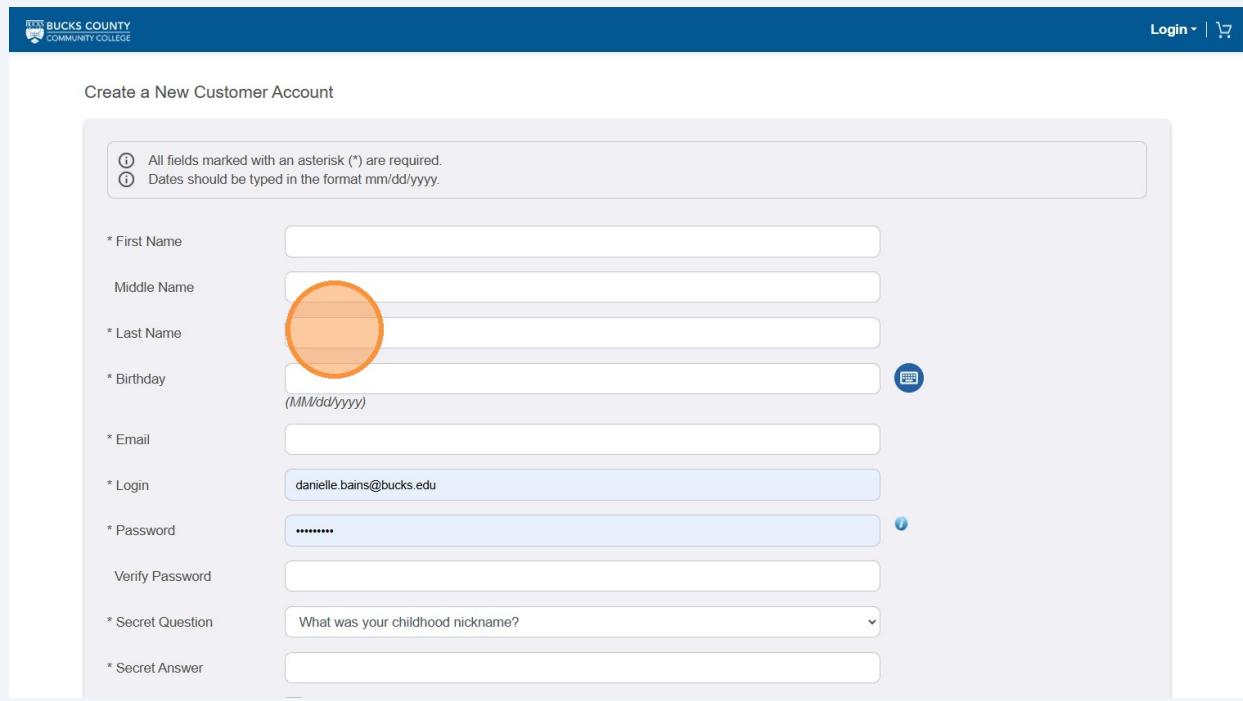
* Password 

Verify Password

* Secret Question

* Secret Answer

7 Click the "* Last Name" field and type in your child's 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 the email you would like to associate to this account (you can use this email more than one time). Please note-this email will be used for all correspondence including course confirmations.

Create a New Customer Account

① All fields marked with an asterisk (*) are required.
② Dates should be typed in the format mm/dd/yyyy.

* First Name	Bucks
Middle Name	
* Last Name	Tests
* Birthday	01/02/2001 (MM/dd/yyyy)
* Email	<input type="text"/>
* Login	danielle.bains@bucks.edu
* Password	*****
Verify Password	*****
* Secret Question	What was your childhood nickname?
* Secret Answer	
<input type="checkbox"/> I agree to Terms and Conditions	
CREATE BACK	

9

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

Create a New Customer Account

① All fields marked with an asterisk (*) are required.
② Dates should be typed in the format mm/dd/yyyy.

* First Name	Bucks
Middle Name	
* Last Name	Tests
* Birthday	01/02/2001 (MM/dd/yyyy)
* Email	luckslestes01@gmail.com
* Login	<input type="text"/> BTest021
* Password	*****
Verify Password	*****
* Secret Question	What was your childhood nickname?
* Secret Answer	
<input type="checkbox"/> 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 user 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: (displayed as '*****')
- Verify Password: (displayed as '*****')
- * Secret Question: What was your childhood nickname?
- * Secret Answer: (empty)
- I agree to [Terms and Conditions](#)

At the bottom are two buttons: CREATE and BACK.

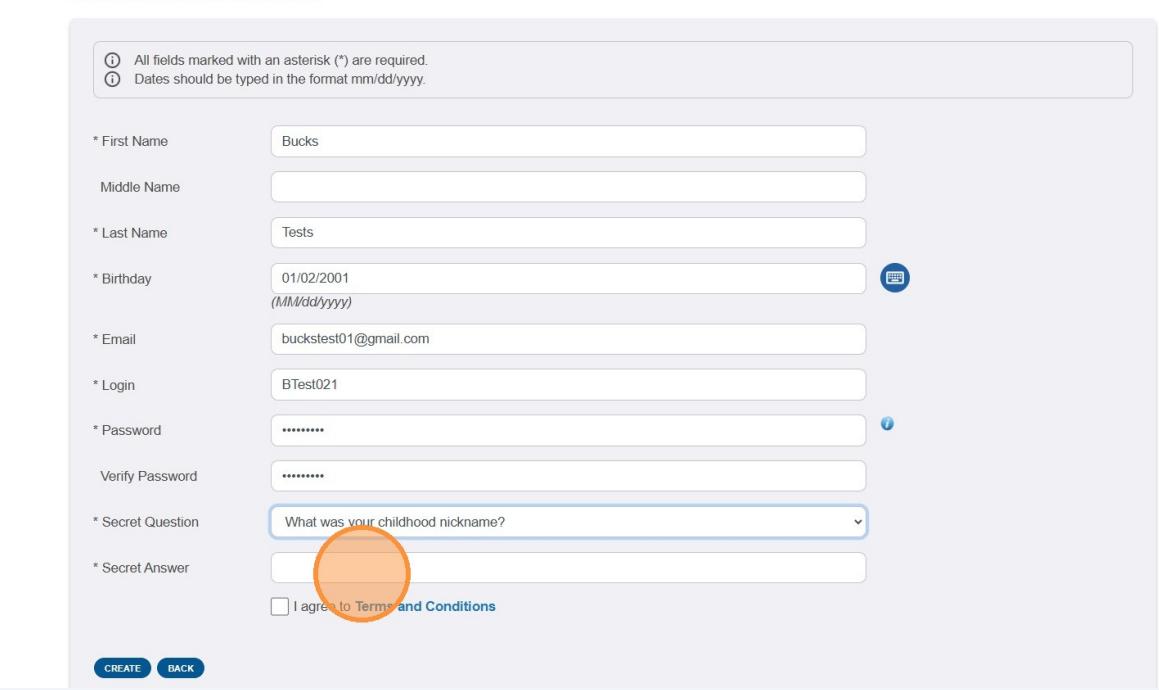


Password Hints

- 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 and answer to that question.



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

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

I agree to [Terms and Conditions](#)

CREATE **BACK**

(i)

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

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

The screenshot shows a user 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: (redacted)
- Verify Password: (redacted)
- * Secret Question: What was your childhood nickname?
- * Secret Answer: BT
- I agree to [Terms and Conditions](#)

The "I agree to Terms and Conditions" checkbox is highlighted with an orange circle.

13 Click "Create"

The screenshot shows the same user registration form as the previous step, but with the "I agree to Terms and Conditions" checkbox checked. The checkbox is highlighted with an orange circle.

14 Click this button field.

The screenshot shows a user registration form. At the top, there are two informational messages: "All fields marked with an asterisk (*) are required." and "Dates should be typed in the format mm/dd/yyyy." The form fields are as follows:

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

A checkbox labeled "I agree to [Terms and Conditions](#)" is checked. Below the form, a message says "Thank you for creating an account. You may now log in!" and a "GO TO LOGIN" button is visible. The "GO TO LOGIN" button is highlighted with a red circle.

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

The screenshot shows a customer login page for Bucks County Community College. The page has a dark blue header with the college's logo and a "Login" button. The main content area is divided into two sections: "Customer Login" on the left and "Create a New Customer Account" on the right.

Customer Login:

Login	<input type="text" value="janelle.bains@bucks.edu"/>
Password	<input type="password" value="*****"/>

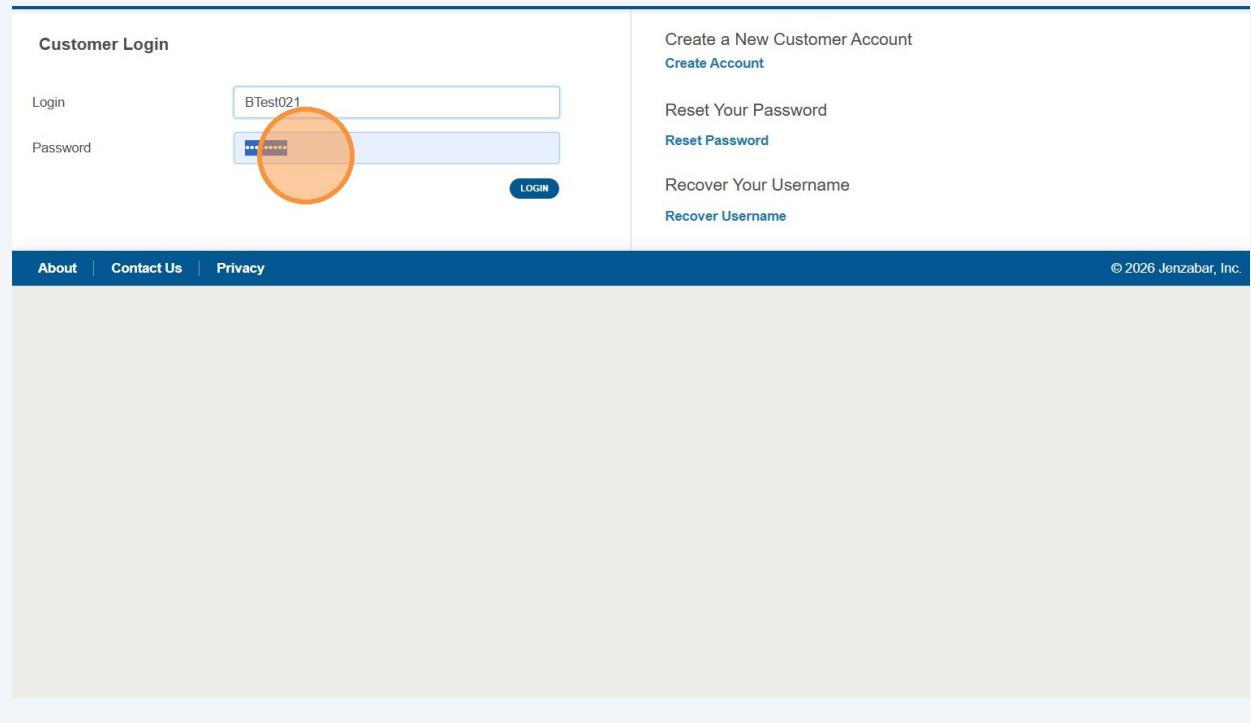
A "LOGIN" button is located below the password field. The "Password" input field is highlighted with a red circle.

Create a New Customer Account:

- [Create Account](#)
- [Reset Your Password](#)
- [Reset Password](#)
- [Recover Your Username](#)
- [Recover Username](#)

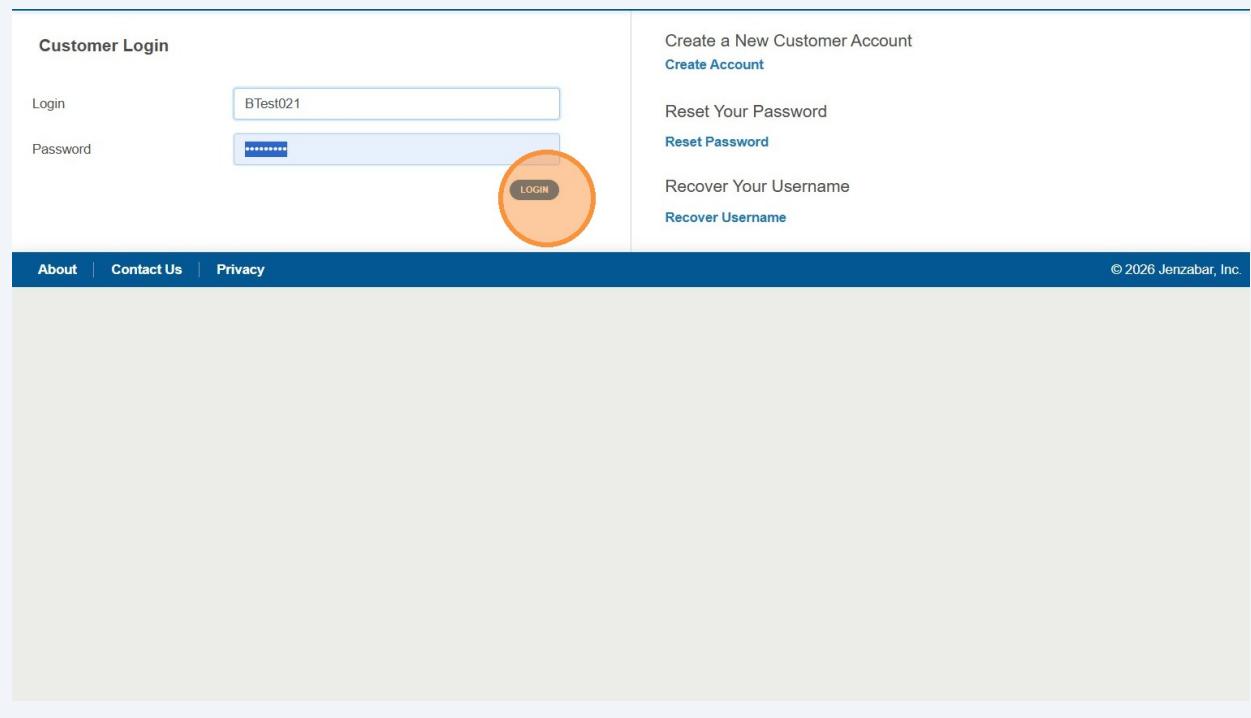
At the bottom of the page, there are links for "About", "Contact Us", and "Privacy". The copyright notice "© 2026 Jenzabar, Inc." is also present.

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



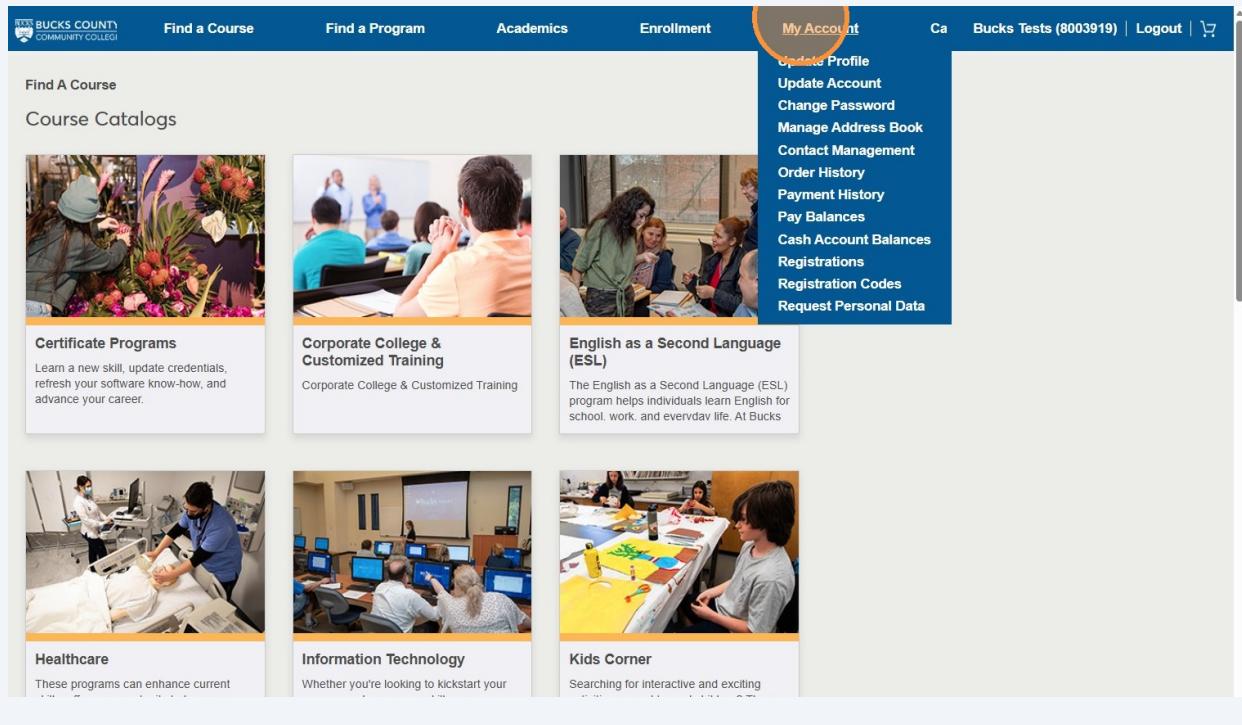
The screenshot shows a 'Customer Login' page. On the left, there are two input fields: 'Login' with the value 'BTest021' and 'Password' with a redacted value. A large orange circle highlights the 'Password' field. On the right, there is a sidebar with links: 'Create a New Customer Account', 'Create Account', 'Reset Your Password', 'Reset Password', 'Recover Your Username', and 'Recover Username'. At the bottom, there is a dark blue footer bar with links for 'About', 'Contact Us', and 'Privacy', and a copyright notice '© 2026 Jenzabar, Inc.'

17 Click "Login"



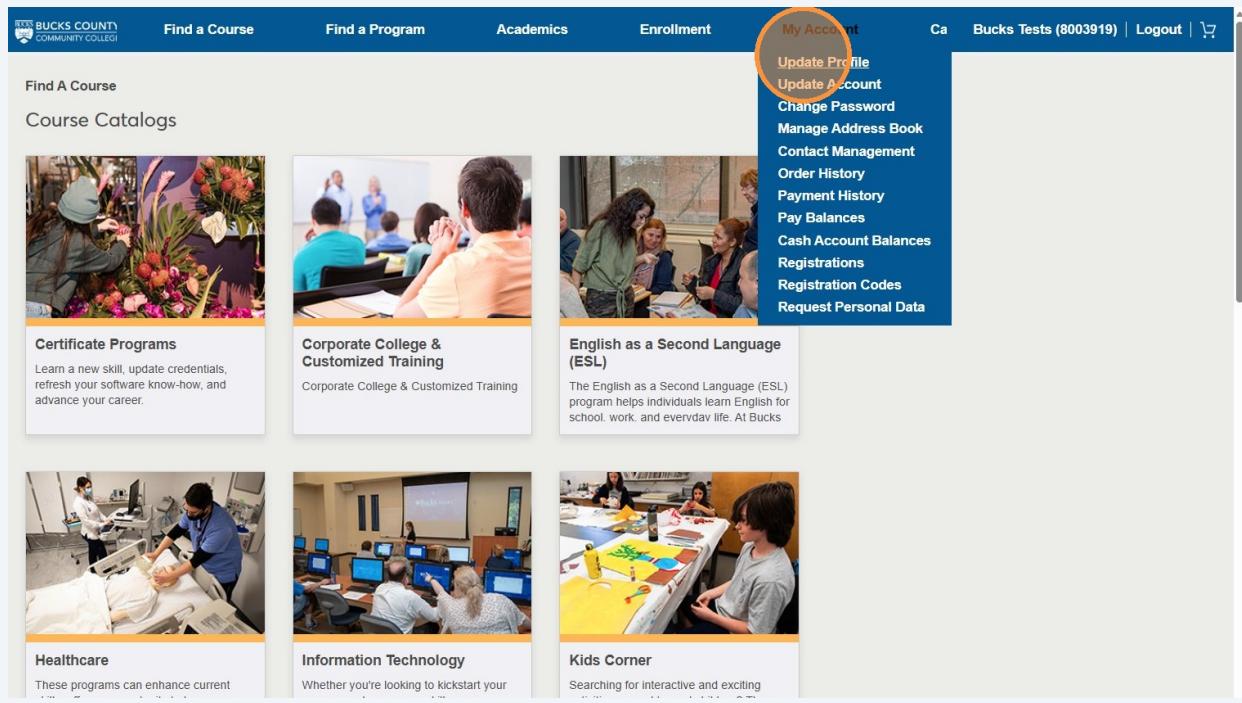
The screenshot shows the same 'Customer Login' page as the previous step. The 'Password' field now contains a redacted password. A large orange circle highlights the 'LOGIN' button. The rest of the page, including the sidebar and footer, remains the same.

18 Click "My Account"



The screenshot shows the Bucks County Community College website. The top navigation bar includes links for 'Find a Course', 'Find a Program', 'Academics', 'Enrollment', 'My Account' (which is highlighted with a red circle), 'Ca', 'Bucks Tests (8003919)', and 'Logout'. The 'My Account' menu dropdown contains the following options: 'Update Profile', 'Update Account', 'Change Password', 'Manage Address Book', 'Contact Management', 'Order History', 'Payment History', 'Pay Balances', 'Cash Account Balances', 'Registrations', 'Registration Codes', and 'Request Personal Data'. Below the navigation bar, there are several program categories with images and descriptions: 'Certificate Programs', 'Corporate College & Customized Training', 'English as a Second Language (ESL)', 'Healthcare', 'Information Technology', and 'Kids Corner'.

19 Click "Update Profile"



The screenshot shows the Bucks County Community College website, identical to the previous one but with a different highlighted menu item. The 'Update Profile' option in the 'My Account' dropdown is highlighted with a red circle. The rest of the page content, including the program categories and their descriptions, remains the same.



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.

Personal Information

* Birthday (MM/dd/yyyy)

* Gender

Gov ID

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" field and enter your parent first name. Then click on the "Last name" field and enter your parent last name.

Ethnicity

Are you Hispanic or Latino?

Select one or more of the following races:

Asian
 American Indian or Alaska Native
 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: Bucks

Last Name: Test

* Address Line 1: (highlighted with an orange circle)

Address Line 2:

Address Line 3:

* City:

* State/Province: Armed Forces, the Americas

* Postal Code:

Country: UNITED STATES (THE)

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: Bucks

Last Name: Test

* Address Line 1: 123 Test Ave

Address Line 2:

Address Line 3:

* City: Newtown

* State/Province: (highlighted with an orange circle) Pennsylvania

* Postal Code:

Country: UNITED STATES (THE)

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

Are you Hispanic or Latino?

Select one or more of the following races:

Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Billing Address

First name and Last name same as profile?

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: 

Country: UNITED STATES (THE)

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: 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:

* Email Address: buckstest01@gmail.com

SAVE

[Back to shopping](#)

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

same as profile?

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	<input type="text"/>
* Email Address	buckstest01@gmail.com
SAVE	
Back to shopping	

28 Click "Save"

same as profile?

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.

29 Click "Back to shopping"

* 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](#)

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