MYBGCA

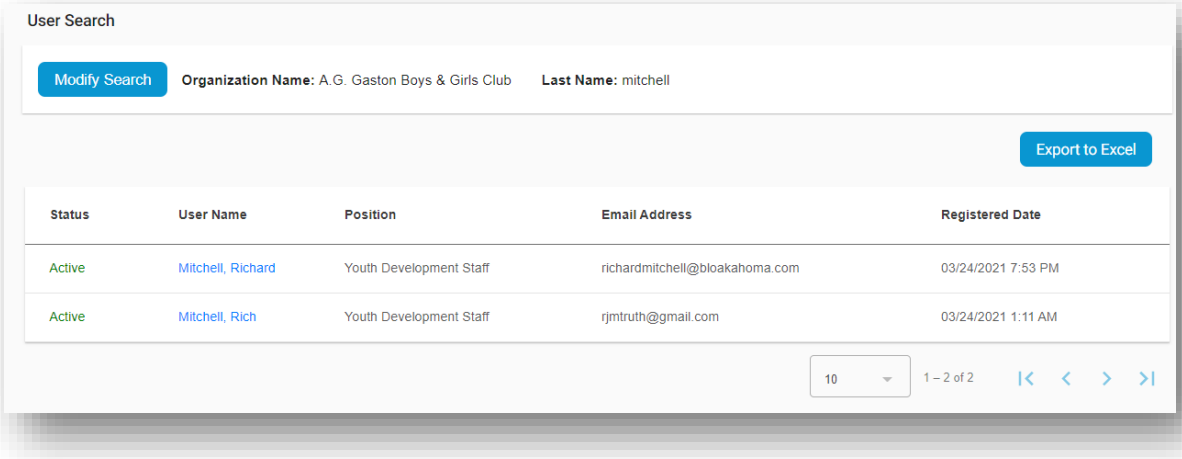
HOW TO RESET PASSWORD CEO GUIDE

Please use the following guide when resetting the password for an account within the myBGCA portal.

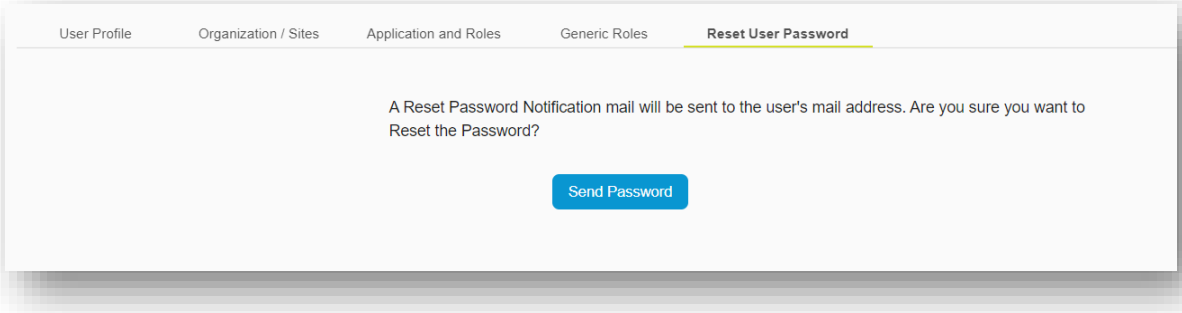
Overview

This new feature is the most requested feature. Our new platform allows CEO's and Delegates the ability to reset the password for anyone associated with your local Organization.

- Login to the Portal
- Click on the option "User Search"
- Use the custom search to locate the user in question.
    - You can search by email address, last name, first name or any combination if desired
- Results will appear as follows:



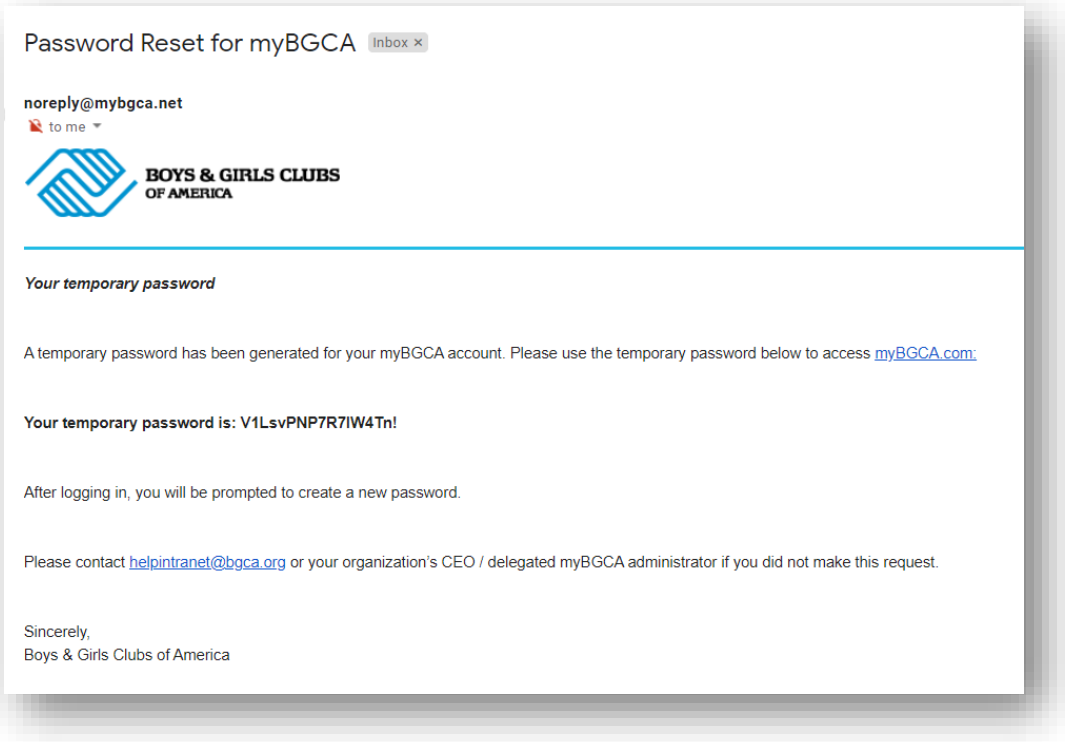
- Click on the name of the account needing the password reset.
- Select "Reset User Password" from the navigation:



- Click the "Send Password" button.

For account support, please reach out to your CEO or HR person.

- The account holder will be sent an email:



Password Reset for myBGCA Inbox ×

noreply@mybgca.net
to me

BOYS & GIRLS CLUBS OF AMERICA

Your temporary password

A temporary password has been generated for your myBGCA account. Please use the temporary password below to access myBGCA.com:

Your temporary password is: V1LsvPNP7R7IW4Tn!

After logging in, you will be prompted to create a new password.

Please contact helpintranet@bgca.org or your organization's CEO / delegated myBGCA administrator if you did not make this request.

Sincerely,
Boys & Girls Clubs of America

The account holder will use the password when they next login. They will then be prompted to update their password.

For account support, please reach out to your CEO or HR person.