



Accessing the Internal BSC Portal

1. Launch Internet Explorer web-browser and enter Internal BSC Portal URL:

www.mta-bsc.org

2. First Time User Setup **must** be completed by accessing the **“here”** link under “NOTICE: First-time User Setup”.

Note: Do not try to log-in through the “Sign-In” section unless you have completed your initial set up.

MTA Metropolitan Transportation Authority
Business Service Center

Employee Portal

Thursday, December 30, 2010 | mta.info

Welcome!

Welcome to your new center for core PeopleSoft access and BSC administration activities. Please log in to continue.

Sign In

BSC ID:

Password:

[BSC ID Lookup](#)

[Change Password](#)

[Forgot Password](#)

NOTICE: First-time User Setup

[Help with First-time User Setup](#)

First-time users must complete the steps below before signing in to this site:

1. Use your BSC ID and temporary password to complete your setup by clicking [here](#) and following the steps to create a new secure password.
2. Sign in to this site with your BSC ID and the unique password you set up.
3. If you do not have your BSC ID and temporary password, access the [BSC ID Lookup](#) tool to retrieve your BSC ID number, then call 646.376.0123 for support.

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[Privacy Policy](#)



3. After clicking “**here**”, BSC ID/Password Prompt appears

MTA | BSC Employee Portal

Metropolitan Transportation Authority
Business Service Center

Forgot Password?

You are about to change your password to ensure the security of your identity on the BSC Portal.
*Indicates Required Field

BSC ID:
*

Password:
*

Submit Clear

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4. Enter your **BSC ID**
 - a. As a PeopleSoft user you should have received an e-mail from BSC Security with your new BSC ID, password, and login instructions

Note: If you cannot locate this email, your BSC ID may also be retrieved via the BSC ID Lookup Tool (see page 7. below for instructions – Using the BSC Lookup Tool).

5. Enter your **temporary password**.
 - a. Temporary passwords should follow the pattern: first letter of first name + first letter of last name + last 4 digits of SSN + @mta (note: all lowercase)
 - b. Example for John Smith: js9999@mta

6. Click **Submit** button.



7. The Challenge Questions page will appear.

8. Select any **(4) challenging questions** from the given list.

9. Click the **Select** button.



10. The Challenge Answer page appears.

Metropolitan Transportation Authority
Business Service Center

Forgot Password?

Provide Challenge Answers

* Indicates Required Field

* What school did you attend for sixth grade?

* What is the name of your pet?

* In what city does your nearest sibling live?

* What is the city of your birth?

[Click here to select different challenge Questions](#)

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11. Enter your **answers** for the four selected questions.

12. Click the **Save** button.



13. The Change Password screen appears.

Metropolitan Transportation Authority
Business Service Center

Change Password

Enter your current password, enter your new password, and then re-enter your new password for confirmation.

** Passwords must be at least seven characters long and must contain at least one letter, one number and one special character like (#, \$, %, !)
** Passwords are case sensitive

* Indicates Required Field

Current Password:
*

New Password:
* [View Password Policy](#)

Confirm New Password:
*

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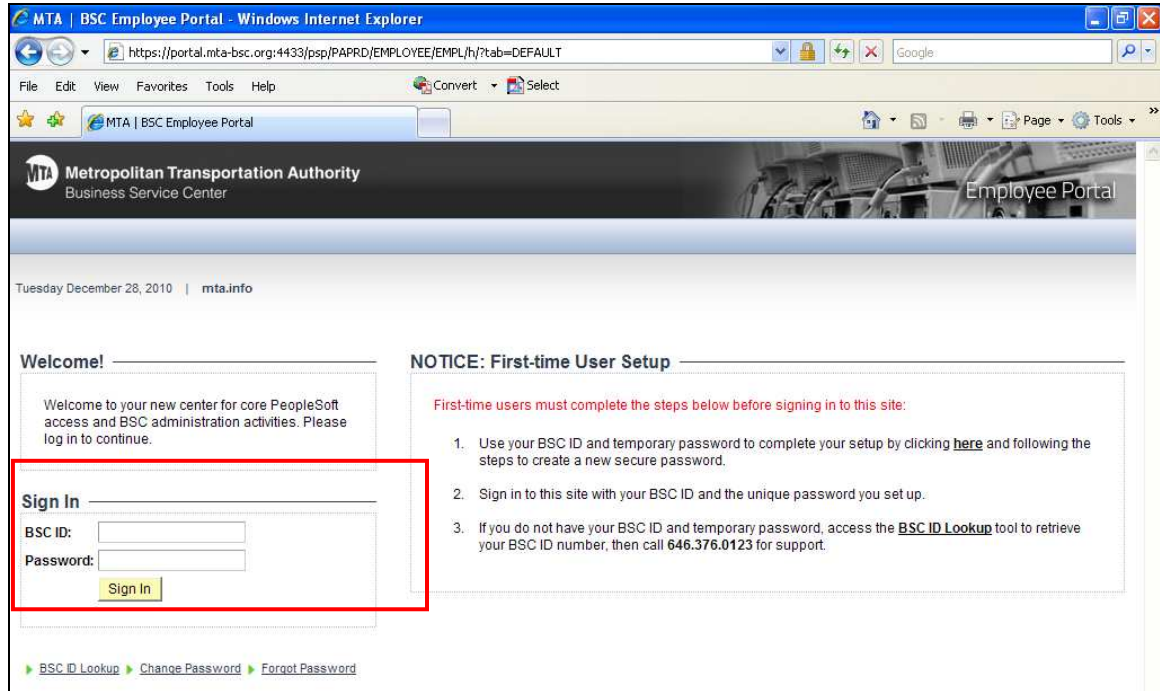
14. To change your password:

- a. Enter your **current password** (created from the initial e-mail)
- b. Enter your **new password**. Remember to follow the rules of the Password Policy when creating your new password. You can click on the **View Password Policy** link to view the policy.
- c. Re-enter your new password for confirmation.

15. Click the **Save** button.



16. You are now ready to log-in to the Internal Employee Portal using your new Password. Close the Change Password screen to see the full Portal homepage for Sign In box.



17. Enter your **BSC ID** and **new password**.

18. Click the **Sign In** button.



Using the BSC ID Lookup Tool

All MTA employees have been assigned a BSC ID number. This number is necessary for all interactions with the BSC. The BSC ID number can be found on your pay stub or can be found using the BSC ID Lookup Tool, accessible via the portal.

1. Click on the **BSC ID Lookup** link.

The screenshot shows the MTA Business Service Center Employee Portal. At the top, there is a header with the MTA logo, the text "Metropolitan Transportation Authority Business Service Center", and "Employee Portal". Below the header, the date "Thursday, December 30, 2010" and the URL "mta.info" are displayed. The main content area is divided into two columns. The left column contains a "Welcome!" message, a "Sign In" form with fields for "BSC ID:" and "Password:" and a "Sign In" button, and a list of links: "BSC ID Lookup", "Change Password", and "Forgot Password". The "BSC ID Lookup" link is highlighted with a red box, and a red arrow points to it from the "Sign In" button. The right column contains a "NOTICE: First-time User Setup" section with a link to "Help with First-time User Setup" and a list of three steps for first-time users. The footer contains copyright information, the slogan "Partnering to deliver excellent service...", and a link to the "Privacy Policy".



The BSC ID Lookup Tool appears.

A screenshot of a web form titled "BSC ID Lookup Tool". The form has a blue header bar with the text "Please provide the following information". Below the header, there are four input fields, each with a red rectangular box around it: 1. "Agency" with a search icon to its right. 2. "Agency Employee ID". 3. "Last Name". 4. "Home Address Zip Code". At the bottom of the form, there are two buttons: "Submit" and "Clear".

3. Select your **Agency** by using the lookup icon next to the Agency field.

Note: If you are considered an inter-agency employee (i.e., if you work at one agency and paid by another agency), enter the Agency from which you are paid.

4. Enter your **current Agency Employee ID** number. If this is not known, contact the Customer Management Center at 646-376-0123.
5. Enter your **Last Name**.
6. Enter your **5-digit Home Address Zip Code**.
7. Click the **Submit** button.



8. Your **BSC ID** appears.

BSC ID Lookup Tool

Please provide the following information

'Agency' Long Island Railroad

'Agency Employee ID'

'Last Name'

'Home Address Zip Code'

BSC ID	First Name	Last Name
9999999	Joseph	Smith

Note: For security purposes, all four of these fields are required. By entering your own information into these fields, you ensure that the search results display only your unique BSC ID.

For assistance, please contact the BSC Customer Management Center at 646-376-0123.