

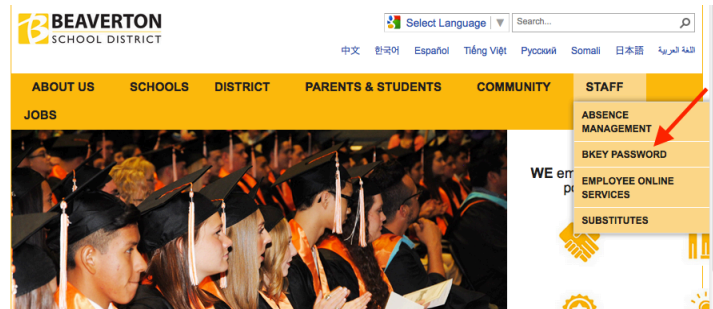
The **Bkey Enrollment Process** allows staff and students to reset their password online.  
*Note: only students in grades 6-12 are required to use Bkey to manage their passwords*

## Step 1

Go to the **Bkey website:**  
<https://bkey.beaverton.k12.or.us/>

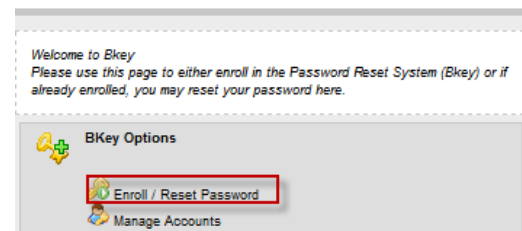
Or start at the **BSD Homepage**  
<https://www.beaverton.k12.or.us/>

Hover over the word **STAFF**  
 Select **Bkey Password**



## Step 2

Select **Enroll / Reset Password.**



## Step 3

Click **Enroll into SSRPM.**  
*(Self Service Reset Password Management)*

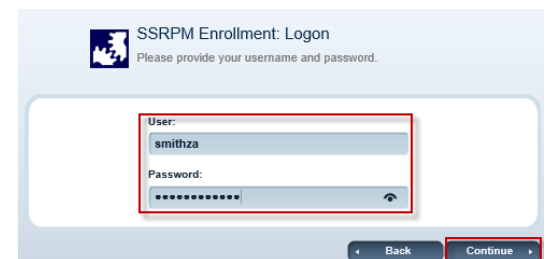


## Step 4

Enter your **Username or Student ID** and your **Password.**

Click **Continue.**

**Note:** You must have a password in order to enroll.  
 If you do not know your password, please contact the school Library staff for assistance.



## Setup the three security questions.

*Note the answers are case sensitive*

### Question 1 and Question 2:

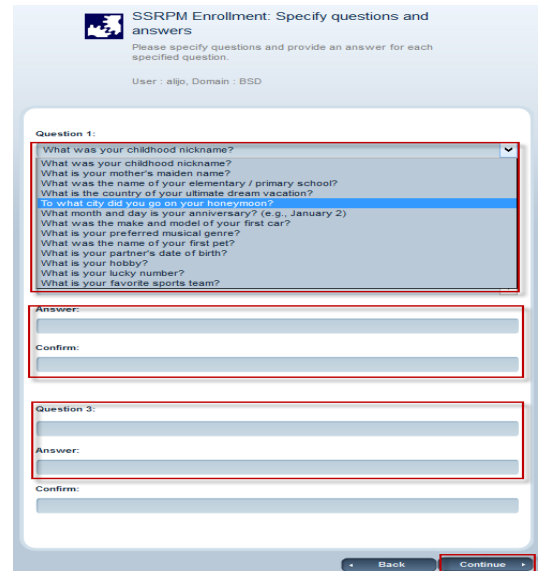
- Select a question from the dropdown menu

### Question 3 is your choice:

- Create your own question for Question 3.

Click **Continue**

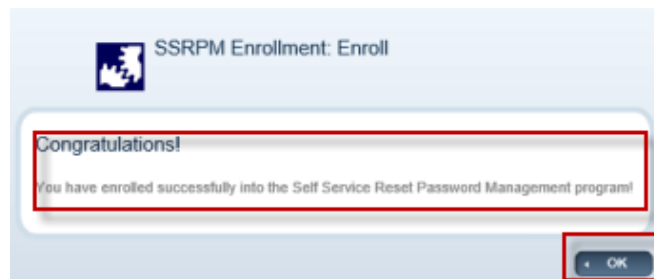
Step 5



## Congratulations! You are now enrolled in the Bkey SSRPM Management System.

*Note: you can return to the Enroll option at any time and select to erase your security questions and re-enroll with new questions and answers*

Step 6



## Save your Security answers in a safe place.

If you forget your password or if you want to change it at any time, you can go to the district's Bkey website

<https://bkey.beaverton.k12.or.us/>

Step 7

### Select **Reset Your Password**

Answer one of your security questions to reset the password.

*Questions? Please contact the school Library staff for assistance.*

