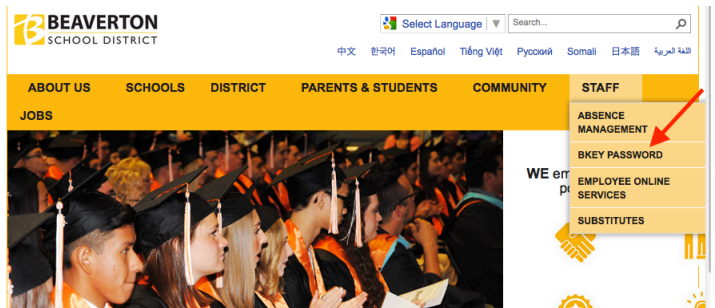


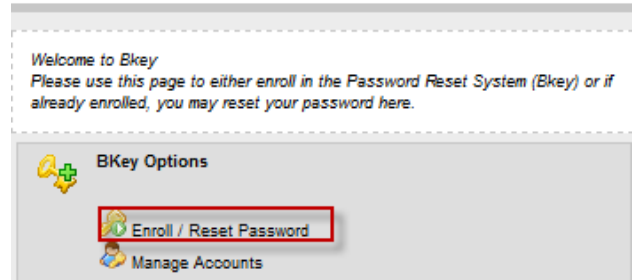
**New Staff:** Follow these steps to set up and manage your District username and password.

<b>Username</b>	<p><b>Question: What is my username?</b></p> <p><b>Answer:</b> Your username is your last name followed by the first two letters of your first name: For example, Zabrina Smith’s username will be <b>smithza</b>          If you have a common last name, your username may include 3 letters of your first name.</p>
<b>Password</b>	<p><b>Question: What is my password?</b></p> <p><b>Answer:</b> Your password is determined by your <b>status</b>:</p> <ul style="list-style-type: none"> <li>○ <b>If you previously had a Bkey username and password, within the past year,</b> the Bkey system will reactivate your previous login for you. You can simply continue to use the same username and password that you were using before. <b>If you do not remember your password see the Bkey Admin at your school or department location or call Help Desk 503-356-4300 for assistance.</b></li> <li>○ <b>If you are brand new to the District,</b> the Bkey system will generate an initial temporary password for you. Contact the school or department office where you will be assigned to obtain your username and initial password.</li> </ul> <p><i>The initial temporary password must be changed to a personal password before you can use it to login to your Outlook email or other District Resources.</i></p> <p>You can go directly to the <b>Bkey website:</b> <a href="https://bkey.beaverton.k12.or.us/">https://bkey.beaverton.k12.or.us/</a></p> <p>Or you can start at the <b>BSD Homepage</b> <a href="https://www.beaverton.k12.or.us/">https://www.beaverton.k12.or.us/</a></p> <ul style="list-style-type: none"> <li>● <b>Hover over the word STAFF</b> in the orange banner.</li> <li>● <b>Select Bkey Password</b></li> </ul>



**Bkey Options**

After the SSRPM page opens select **Enroll / Reset Password**.



**\*\*NOTICE\*\***

**New staff to the District continue to follow these directions to change from an initial temporary password to a personal password. Passwords expire every 365 days.**

**Staff returning within a year, changing a password now requires you to know your old password. If you do not remember your password see the Bkey Admin at your school or department location or call Help Desk 503-356-4300 for assistance.**

**Currently, the Bkey Password Management (SSRPM) application is disabled. We are working to restore the application. Until we have it available again staff will not be able to enroll or reset passwords using bkey.**

**Change Password**

The Beaverton School District Update Password page will display.

- Enter your username (see page 1).
- Enter your initial temporary password in the “Old Password” field.
- Enter a New Password using the below requirements.
- Enter the same password again.
- Click the Submit button.



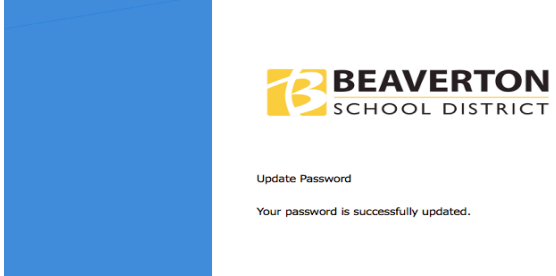
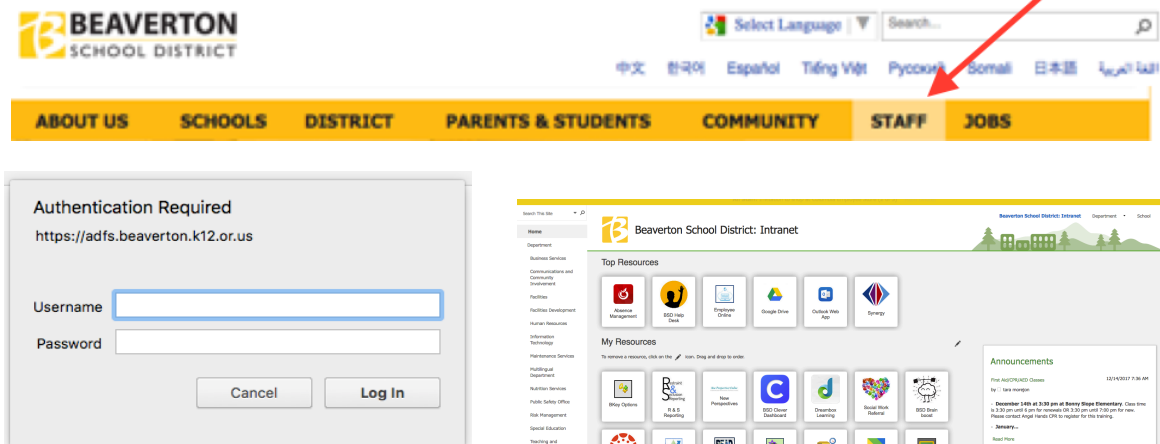
**Update Password**

Username or Student ID number

Old password

New password

Confirm new password

<p><b>New Password</b></p>	<p><b>Create a personal password</b> using the following password requirements:</p> <table border="0"> <tr> <td>At least <b>6 characters</b> long</td> <td>At least <b>one lower case</b> letter</td> </tr> <tr> <td>At least <b>one capital</b> letter</td> <td>At least <b>one number</b></td> </tr> <tr> <td>No special characters or symbols</td> <td>Do not use any part of your name</td> </tr> </table>	At least <b>6 characters</b> long	At least <b>one lower case</b> letter	At least <b>one capital</b> letter	At least <b>one number</b>	No special characters or symbols	Do not use any part of your name
At least <b>6 characters</b> long	At least <b>one lower case</b> letter						
At least <b>one capital</b> letter	At least <b>one number</b>						
No special characters or symbols	Do not use any part of your name						
<p><b>Continue Set up</b></p>	<p><b>Congratulations!</b>        You have successfully reset your password. This is the password you will use now.</p>  <p>The screenshot shows the Beaverton School District logo and the text: "Update Password" and "Your password is successfully updated."</p>						
<p><b>Staff Intranet</b></p>	<p><b>To access your district Outlook Web App email, District applications and Central Office department resources in the Staff Intranet,</b></p> <ul style="list-style-type: none"> <li>• Start at the BSD homepage <a href="https://www.beaverton.k12.or.us/">https://www.beaverton.k12.or.us/</a></li> <li>• Click on Staff</li> <li>• Enter your username and personal password in the Authentication screen</li> </ul>  <p>The first screenshot shows the BSD homepage with a navigation bar where the "STAFF" link is highlighted with a red arrow. The second screenshot shows the "Authentication Required" dialog box with fields for "Username" and "Password" and "Log In" and "Cancel" buttons.</p> <p><i>Questions? Call Help Desk 503-356-4300 for assistance.</i></p>						