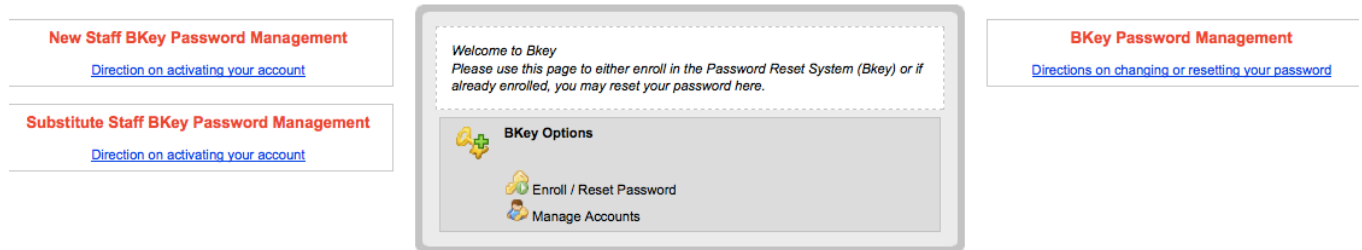


The **Bkey website** allows all staff and students who have enrolled in Bkey to reset their password if they have forgotten it, or if it has expired, or whenever they want to choose a new password.

Access
away
from a
district
location

To reset a **forgotten or expired password or to change your password**, open any Internet browser on a Mac or a PC or mobile device.

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



The screenshot shows the Bkey website interface. On the left, there are two links for staff: "New Staff BKey Password Management" and "Substitute Staff BKey Password Management", both with a sub-link "Direction on activating your account". On the right, there is a link for "BKey Password Management" with a sub-link "Directions on changing or resetting your password". The central area is a "Welcome to Bkey" message with instructions to enroll or reset a password. Below this is a "BKey Options" menu with three items: "Enroll / Reset Password" (highlighted with a green plus icon), "Manage Accounts" (with a person icon), and "Enroll / Reset Password" (with a key icon).

Access at
a district
location

Note: If you need to login to a district computer at a school or department location to get to the **Bkey website**, you can use the following username and password to login to the computer:

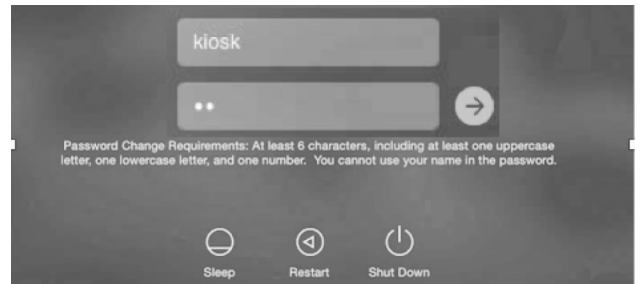
Username: kiosk

Password: go

This will log you into the computer.

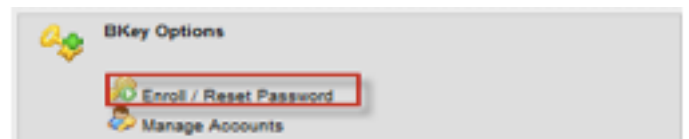
On a Mac, open Safari to get to the Bkey website

On Windows PC: Bkey website will automatically appear.



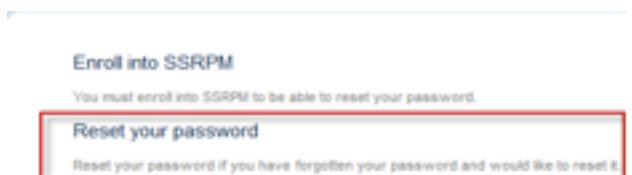
Step 1


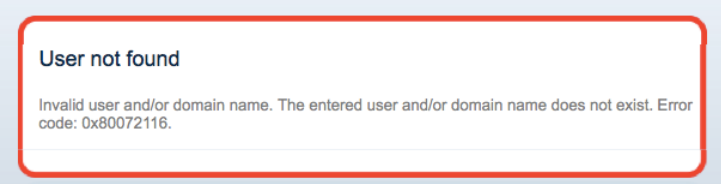

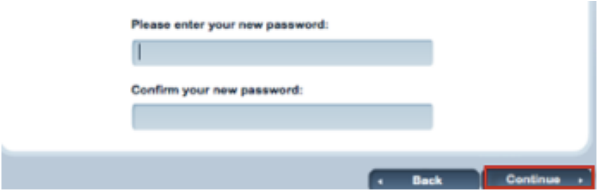
Select **Enroll / Reset Password**.

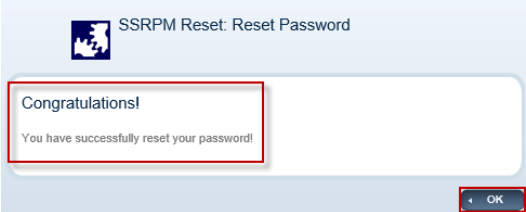


Step 2

Click **Reset your password**.























Step 3	<p>Enter your Student ID#</p> <p>Click Continue</p>	
User Not Found	<p>If you get an error message: User not found, it means you do not have any security questions in the system, so you cannot reset your password online.</p> <p>Please contact your school Library staff for assistance.</p>	
Answer your Security question	<p>If you have previously enrolled in Bkey to setup your security questions in the system, Bkey will randomly select one of the security questions for you to answer to reset your password.</p> <p>Your answer is case sensitive and <i>must exactly match</i> the answer you entered when you enrolled in Bkey.</p> <p><i>If your answer to the security question is incorrect, the system may block your account. You will need to wait 30 minutes for the system to reset and then you can try again.</i></p> <p><i>Note: Once your password is successfully reset, 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.</i></p>	
Choose New Password	<p>Enter a new password.</p> <p>Enter your new password again to confirm.</p> <p>Click the Continue button.</p>	

Review Password Rules	<p>If you do not meet the password requirements, <i>Incorrect Input</i> will be displayed. Review the Password Rules and try again:</p> <ul style="list-style-type: none"> Between six and 19 characters long Contain at least one Capital letter, one lower case letter and one number. No symbols or special characters Do not use any part of your name Cannot use a password you have used before
Success	<p>Congratulations! You have successfully reset your password.</p> <p><i>Note: Your new Bkey password will expire 364 days from the date you changed it. Then you will be required to choose a new password for the next year</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; width: fit-content;">  </div>

Go to the Student Bookmarks webpage <https://www.beaverton.k12.or.us/PS/Pages/Student-Bookmarks.aspx>

Use your student ID number as your username and your new password to login to most District Applications and Resources

Use your student ID number@bsd48.org and your new password to login to your District student email account, for example, if your student ID# is 123456, then your student email address is 123456@bsd48.org

 BSD BKey Options	 BSD Student Source	 Canvas	 Career Information System
 Easy CBM	 Electronic Resources	 FAQ Digital Resources	 Gmail for BSD Students
 Google Classroom	 Google Drive for BSD Students	 Google Search	 Internet Safety
 IXL Learning Tools	 Oregon Library Information System	 Signal-to-Noise	 Scratch Learning
 Starfall Learning	 StudentVue	 Typing Agent	 Newsela