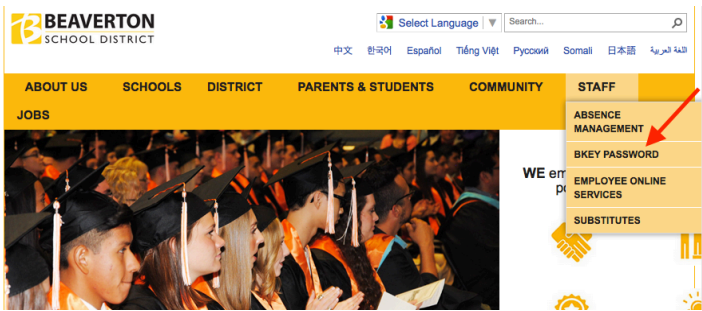
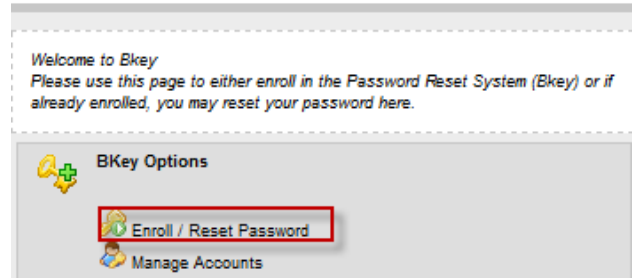


**Substitute Staff:** Follow these steps to set up and manage your District Bkey username and password.

<p><b>Username</b></p>	<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>
<p><b>Password</b></p>	<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 were previously employed</b> by the District, <i>within the past year</i>, 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 new to the District</b> you will be assigned a <b>temporary password</b> in the following format: Bsdxxxxx<ul style="list-style-type: none"><li>○ The letters <b>Bsd</b> in the password stand for Beaverton School District</li><li>○ The <b>x’s</b> in the password stand for your <b>5 digit Employee ID number</b></li></ul></li></ul> <p><b><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></b></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 substitute 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.**

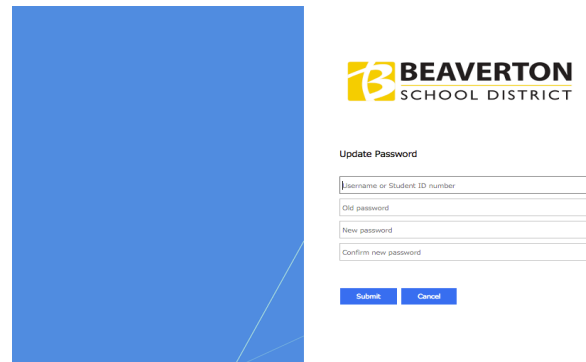
**Staff returning within a year, changing a password now requires you to know your old password. If you do not remember your password see the Bkey Admin at your school or department location or call Help Desk 503-356-4300 for assistance.**

**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.



### New Password

**Create a personal password** using the following password requirements:

At least **6 characters** long

At least **one capital** letter

No special characters or symbols

At least **one lower case** letter

At least **one number**

Do not use any part of your name

### Continue Set n up

### Congratulations!

You have successfully changed your password. This is the password you will use now.



Update Password

Your password is successfully updated.

### Staff Intranet

**To access your district Outlook Web App email, District applications and Central Office department resources in the Staff Intranet,**

- Start at the BSD homepage <https://www.beaverton.k12.or.us/>
- Click on Staff
- Enter your username and personal password in the Authentication screen

*Questions? Call Help Desk 503-356-4300 for assistance.*

### **Synergy access for substitutes:**

- If you receive an assignment that requires access to Synergy, the principal secretary at the school or central office department can assist you.