



# Student Instructions for NetID Registration and Account Preferences

## Create a BHS NetID account to be able to access the following:

### Aspen Family Portal

Aspen is the district data system where students and their families can lookup schedules, attendance, progress reports and report cards. Students also use Aspen for course signups.

### G-Suite for Education Account (@brooklinek12.org)

G-Suite Tools include Google Docs, Sheets, Slides, Email, Drive, and Calendar.

### The BHS Student Wireless Network

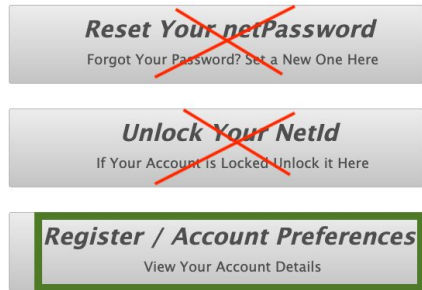
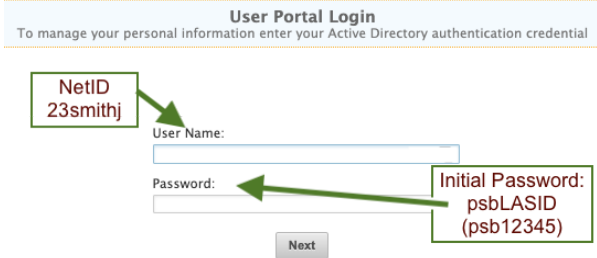
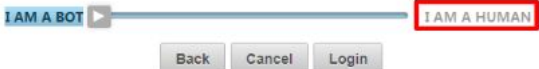
Students have access to a student wireless network to support their academic work when using personally-owned devices.

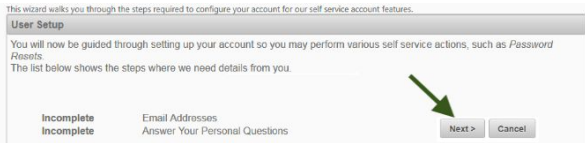

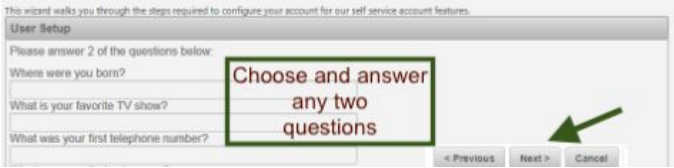

### Canvas Learning Management System

Canvas provides students with online access to resources related to their courses. Resources often include assignment information, announcements, assignment/event calendar, discussions and other tools specific to a course. Course access in Canvas will be available on the first day of school.


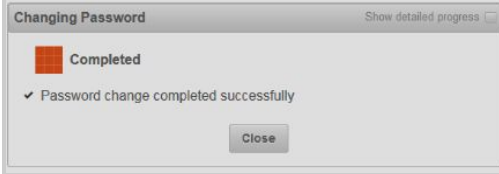
Other learning tools like Noodletools, The New York Times, Voicethread and more

## First: Create an account

<p>Go to: <a href="https://rmp.brooklinema.gov/">https://rmp.brooklinema.gov/</a></p> <p>Click: <b>Register/Account Preferences</b></p>	
<p><b>Enter username and password:</b></p> <p><b>NetID Username</b>=the last two digits of year of graduation/last name/first initial. (John Smith is 23smithj)</p> <p><b>NetID Password</b> = psb+your student ID (or LASID) (psb123445)</p> <p>Your Student ID # (LASID) can be found on your report card in the Aspen Parent Portal</p>	
<p><b>Prove you are a human</b></p> <p>Click <b>Login</b></p>	

<p align="center"><b>Enter the User Setup.</b> Click <b>Next</b></p>	
<p align="center"><b>Add a recovery Email address</b> Enter a personal email address to recover your password in case you are locked out of Aspen, BHS Wi-Fi or Google. Click <b>Add</b> and then <b>Next</b></p>	
<p align="center"><b>Choose Two Security Questions</b> To verify your identity, you'll need to remember the answers to the questions you chose.  Answer the questions in lowercase text. Click <b>Next</b></p>	
<p align="center"><b>Complete Registration</b>  Click <b>Finish</b> Click <b>Close</b></p>	

## New users will be redirected to change their password immediately

<p align="center">Enter <b>Your Username</b> (18smithj)  Enter <b>Your initial Password</b> (psbLASID)  Change <b>Password</b>  Click <b>Change</b></p>		<p align="center"><b>Password Rules</b></p> <ul style="list-style-type: none"> <li>• Minimum Length: 8</li> <li>• Dictionary words allowed</li> <li>• May not contain your username</li> <li>• May not use any of 3 previous passwords</li> </ul>
<p align="center">You'll receive final confirmation  You password is not reset until you see this confirmation and Click <b>Close</b></p>		

Congratulations! You've setup your BHS NetID login credentials.

- To learn how to use your Net ID to login to a variety of tools, visit the [BHS Student Technology Page](#)
- To change your password for Aspen, G-suite, and BHS Student wireless you can now use the [Reset My Password](#) Tool.

### Need Assistance?

- If you have questions about registering your NetID (user name), setting up preferences, and resetting your password, please contact the IT Service Desk at [help\\_desk@psbma.org](mailto:help_desk@psbma.org)
- If you need help accessing the Aspen Family Portal or need assistance locating your Student ID number (LASID), please contact the Data Team at [datateam@psbma.org](mailto:datateam@psbma.org)