Student Instructions for NetID Registration and Account Preferences

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

Aspen Student and 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, Voicethread and more

Register Your Account

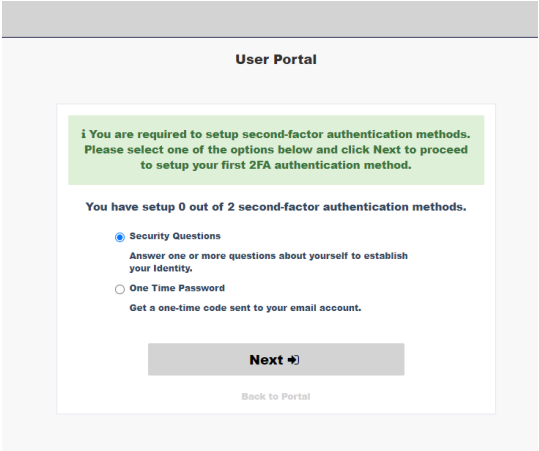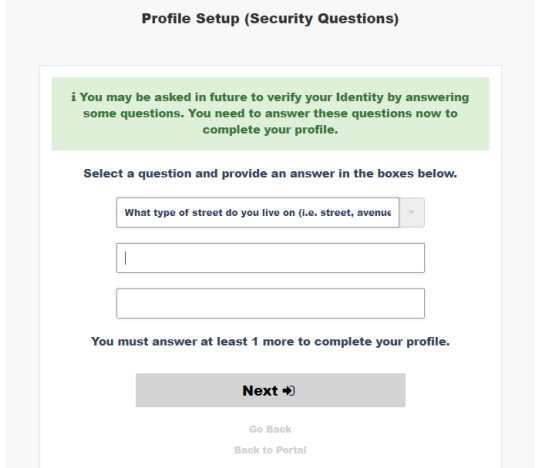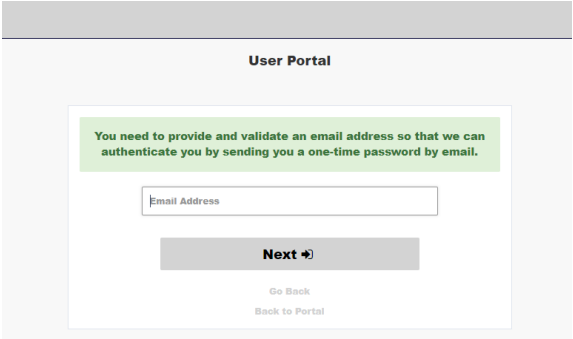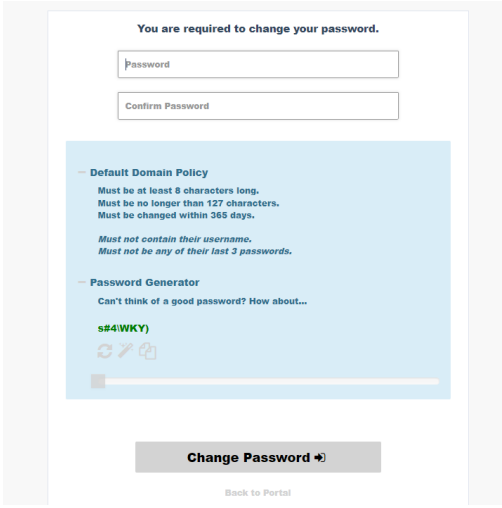|		
1	**Go to: https://rmp.brooklinema.gov/** A. Click: **High School Students** B. Click: **Register/Account Preferences**	~~Reset Your netPassword~~ Forgot Your Password? Set a New One Here ~~Unlock Your NetId~~ If Your Account is Locked Unlock it Here **Register / Account Preferences** View Your Account Details
2	**Enter username and password:** **NetID Username**=the last two digits of year of graduation/last name/first initial. (John Smith is 23smithj) **NetID Password =** psb+your student ID (or LASID) (psb123445) Your Student ID # (LASID) can be found in the Aspen Parent Portal **Complete reCAPTCHA verifications**	**User Portal Login** To manage your personal information enter your Active Directory authentication credential NetID 23smithj User Name: Password: Initial Password: psbLASID (psb12345) Next
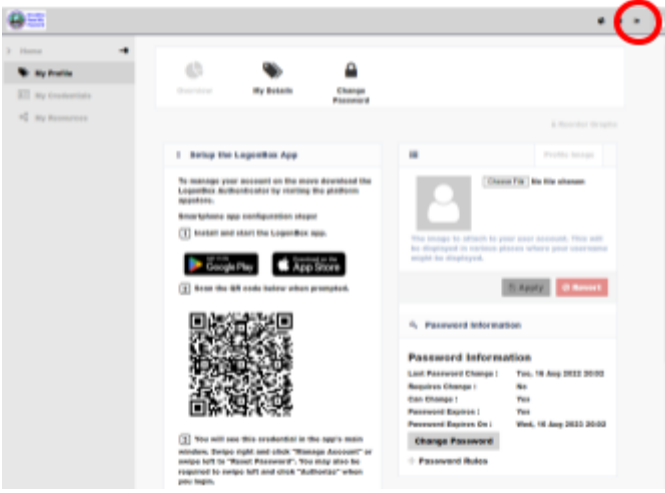
3	**Setup Two Security Questions**	**User Portal** ℹ You are required to setup second-factor authentication methods. Please select one of the options below and click Next to proceed to setup your first 2FA authentication method. You have setup 0 out of 2 second-factor authentication methods. ◉ Security Questions Answer one or more questions about yourself to establish your identity. ○ One Time Password Get a one-time code sent to your email account. **Next →** Back to Portal
4	**Choose Two Security Questions** To verify your identity, you'll need to remember the answers to two questions you chose. Choose a Question from the drop-down. Type the response twice, once on each line. Answer the questions in lowercase text. Click **Next** Choose Another Question and repeat steps above **Click "Next" when done**	**Profile Setup (Security Questions)** ℹ You may be asked in future to verify your Identity by answering some questions. You need to answer these questions now to complete your profile. Select a question and provide an answer in the boxes below. [What type of street do you live on (i.e. street, avenue ▾] [	] [ ] You must answer at least 1 more to complete your profile. **Next →** Go Back Back to Portal
5	**Add a Personal Email address and enter one time code** A. Enter a personal email address to recover your password in case you are locked out of Aspen, BHS Wi-Fi or Google. Click **Next** B. Enter the one time code that was emailed to you from Reset My Password	**User Portal** You need to provide and validate an email address so that we can authenticate you by sending you a one-time password by email. [Email Address] **Next →** Go Back Back to Portal
	New users will be redirected to change their password immediately	

6	**Changing Your Password** Enter a new password twice. It must be 8 characters or more. Remember this, it will be your password for Email, Aspen, and School Wireless. Click "Change Password" when complete. **Password Rules** ● Minimum Length: 8 ● Maximum Length: 128 ● Dictionary words allowed ● May not contain your username ● May not use any of 3 previous passwords
7	**Congratulations! You've setup your BHS NetID login** Once you reach this screen, your profile is complete. On the top right, click the Sign Out button, circled above. ● To change your password for Aspen, G-suite, and BHS Student wireless you can now use the Reset My Password Tool. ● To learn how to use your Net ID to login to a variety of tools, visit the BHS Student Technology Page

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

● If you need assistance locating your Student ID number (LASID), contact your guidance counselor
● Parents/guardians, if you need help accessing your parent/guardian account for the Aspen Family Portal, please see Parent Portal resources here