



## **Parents & Guardians:**

### **Create a myBCPS account to stay involved in your student's education!**

Parents/guardians that create a myBCPS account are provided access to BCPS One (including student class information, grades, and digital content), the Facilities Use Request System, and the Temporary Employment Application System. To learn more about BCPS One in particular visit [bcpsone.bcps.org](http://bcpsone.bcps.org) and click the Support & FAQs link. \*BCPS employees should visit "My Account" on the BCPS Intranet and then resume these instructions at Part 2.

**Only parents identified in the BCPS One Student Information System (SIS) as a contact authorized to make educational decisions for the student will be allowed access to their student's information in BCPS One.**

**A parent/guardian email address, first name, and last name, must be on file with the school and associated with each student that they are authorized to make educational decisions for.**

**If needed, contact your student's school to confirm the parent/guardian email address, first name, and last name that are on file.**

**PART 1:** \*Complete the steps below to create a myBCPS account:

1. Go to [bcpsone.bcps.org](http://bcpsone.bcps.org) and click the "login to BCPS One" button.
2. On the Welcome to BCPS screen, click "Create Account".
3. Complete the form and then click the "Create" button.
4. Important: Check your e-mail for the myBCPS Account Activation Code. (Note: If the myBCPS account activation screen is no longer visible, click the link in the email to open the activation screen again).
5. Enter your e-mail address and the account activation code on the myBCPS account activation screen.
6. Click the "Activate Account" button.
7. Login to your activated myBCPS account and proceed to Part 2 below.

**PART 2:** Add students to your activated myBCPS Account (*repeat for each child*):

8. Upon successfully logging in with your myBCPS account, click the "Add A Student" button.
9. Select your student's school and enter their date of birth. Note: if you have twins with the same birth date the account will link to both students. *Reminder: If the parent/guardian e-mail address, first name, and last name on file with the school does not match the email address you used to create your myBCPS account then your student will not be successfully added to your account.*
10. You've completed the account creation process! Login to BCPS One by visiting [bcpsone.bcps.org](http://bcpsone.bcps.org)

*For more information, including BCPS One FAQs visit: [bcpsone.bcps.org](http://bcpsone.bcps.org)*

*Trouble creating a myBCPS account? Contact your student's school for support.*