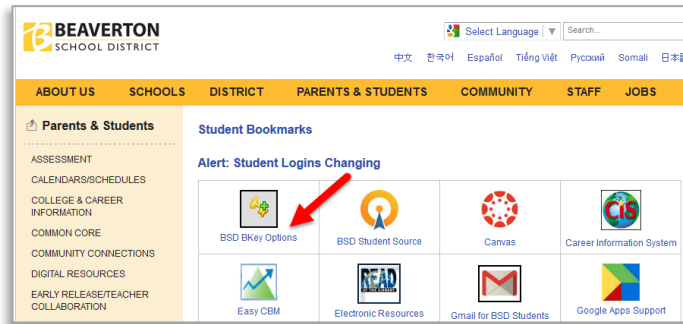


BKey is the District's Self Service Reset Password Management System (SSRPM) that allows students to manage their passwords from virtually anywhere.

Students in grades 6-12 must be enrolled in the BKey Password Management System. BKey will allow you to manage your single sign on password for your student email, student computer login, and other applications that utilize this password.

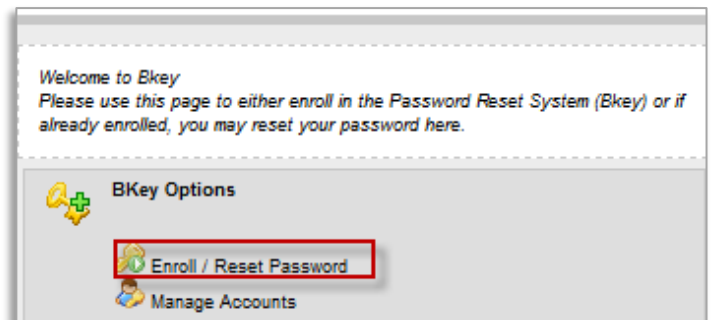
Access to BKey is from the BKey Quick Link on the District [Student Bookmarks Page](#).



Enroll/ Reset Password

Select **Enroll / Reset Password**.

- You must be enrolled in BKey before you can reset a password.

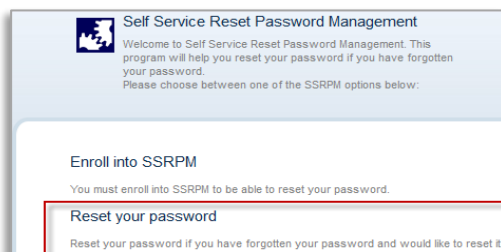


For Initial Enrollment

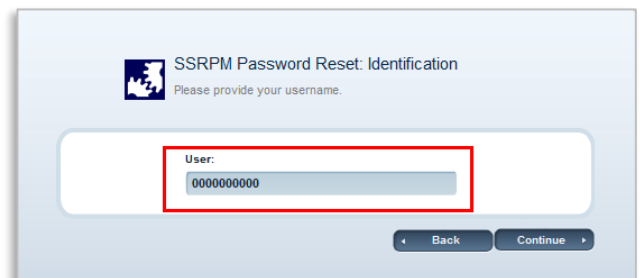
- Select Enroll into SSRPM
- Enter your Student ID and Password
 - If you do not know your password Contact your school's Library Media Center for your temporary password.
- BKey will have you set up a series of three security questions to help with future password resets.
- A confirmation screen will appear once you have completed the initial enrollment.
- Return to the start page to reset your temporary password
 - You must reset your temporary password to activate your account.

Reset your Password

1. Click **Reset your password**.



2. Enter your **Student ID number** and Click **Continue**



Answer Security Questions

BKey will randomly select one of the three security questions you created when you enrolled into BKey.

Your answer is case sensitive and *must exactly match* the answer you entered when you enrolled in BKey.

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.



Tips for Creating your New Password

- Your password must be between 6 and 19 characters long.
- Your password must contain at least one upper case letter (A,B,C...Z), **and** one lower case letter (a,b,c...z), and one number (1,2,3...9).
 - **DO NOT use a space, symbols or special characters in your password.**
 - Some district systems do not accept spaces, symbols or special characters so you will not be able to login if your password contains any of these.
- The password cannot be one of your previously used passwords.
- **DO NOT use any part of your name or Student ID in your password.**

Create Your New Password

Enter a **new password**.

Enter your **new password again to confirm**.

Click the **Continue** button.

If you do not meet the password requirements, an error message will be displayed.

Please review the password rules again to make sure your new password is in compliance and then try resetting your password again.



Congratulations!

You have successfully reset your password.

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.

