

# BPS Employee IT and Email Accounts

Welcome to Belmont Public Schools! You will need to fill out an IT account application to get your email accounts and Google access. Please follow these directions to apply for your accounts:

1. Go to the Belmont Public Schools website Home page <https://www.belmont.k12.ma.us/bps/>
2. Go to the STAFF drop-down menu in the top maroon menu bar
3. Click on the first option, Network Account Application
4. Click on the School Network Account Application button:

**School Network Account Application - Start Here**

5. Fill out the form, including your personal email address
6. Click SUBMIT at the bottom.

Once received, the technology staff in the high school will set up your IT accounts – your username will usually be your first initial and last name plus @belmontschools.net. When your account is ready, Technology will email you at the personal email address you entered on the application form, asking you to call them for the password. Your account is used to:

- log into the BPS Google environment (Gmail, Google Calendar, Google Drive, Google Meet, Google Classroom, etc.) via a web browser. The @belmontschools.net accounts are used by BPS staff for Google file sharing, Google Meet invitations, etc.
- access in-school BPS computers/devices and the BPS network that links them, and also to access the helpdesk, electronic school forms, and other district services.
- provide your email. **Your Google account has an associated Gmail account** which you are responsible for checking regularly.
- track your schedule. **Your Google account comes with a calendar** that can help you organize your schedule. Staff Google calendars used in the district when people schedule meetings. Because of this, please make sure you keep your calendar open every day and check it regularly for upcoming appointments.

## How to Access Your Email Account

### Google - @belmontschools.net

To access your @belmontschools.net Gmail account from any computer:

1. Open your Chrome ([or other compatible](#)) browser: 
2. Navigate to [www.google.com](http://www.google.com)
3. Click on the Google apps waffle menu in the upper right: 
4. Click on the Gmail icon: 
5. Log in with your @belmontschools.net email address and password when prompted
6. Use the Google apps waffle menu (see item 3 above) to open your Gmail and your calendar.