



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.

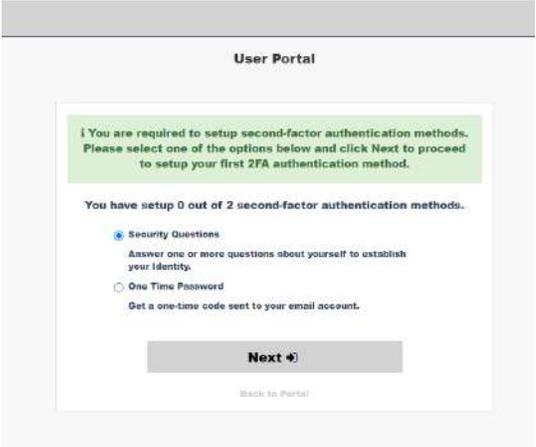
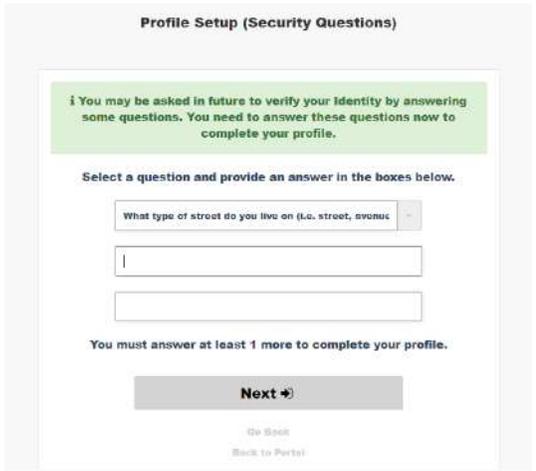
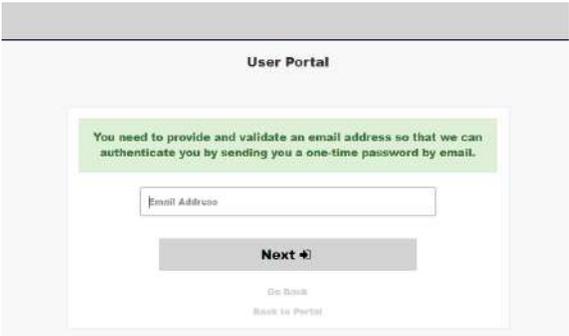
Canvas Learning Management System

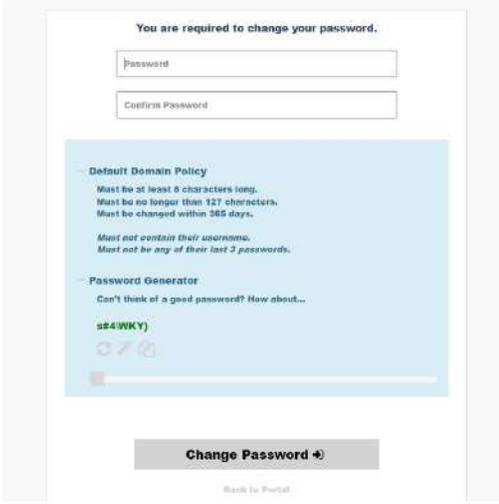
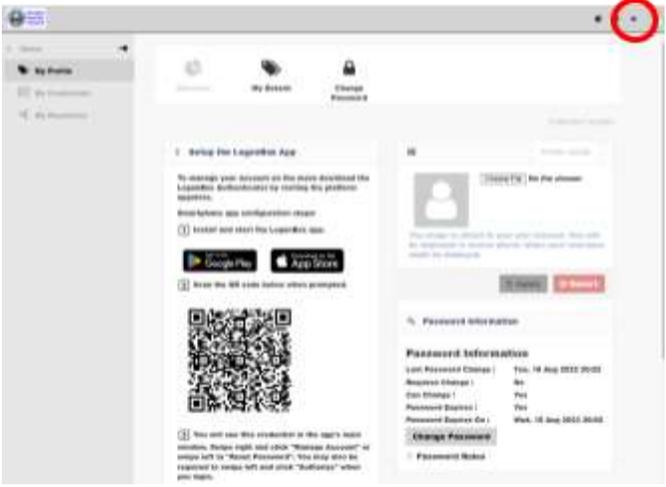
Canvas provides students with online access to resources related to their courses. Resources often include assignment information, announcements, assignment/event calendar, discussions and other tools specific to a course. Course access in Canvas will be available on the first day of school.

Other learning tools like Noodletools, Voicethread and more

Register Your Account

1	<p>Go to: https://rmp.brooklinema.gov/</p> <p>A. Click: High School Students</p> <p>B. Click: Register/Account Preferences</p>	
2	<p>Enter username and password:</p> <p>NetID Username=the last two digits of year of graduation/last name/first initial. (John Smith is 23smithj)</p> <p>NetID Password = psb+your student ID (or LASID) (psb123445)</p> <p>Your Student ID # (LASID) can be found in the Aspen Parent Portal</p> <p>Complete reCAPTCHA verifications</p>	

<p style="text-align: center; font-size: 24pt; font-weight: bold;">3</p>	<p style="text-align: center; font-size: 18pt; font-weight: bold;">Setup Two Security Questions</p>	
<p style="text-align: center; font-size: 24pt; font-weight: bold;">4</p>	<p style="text-align: center; font-weight: bold;">Choose Two Security Questions</p> <p>To verify your identity, you'll need to remember the answers to two questions you chose.</p> <p>Choose a Question from the drop-down.</p> <p>Type the response twice, once on each line.</p> <p>Answer the questions in lowercase text.</p> <p style="text-align: center; font-weight: bold;">Click Next</p> <p>Choose Another Question and repeat steps above</p> <p style="text-align: center; font-weight: bold;">Click "Next" when done</p>	
<p style="text-align: center; font-size: 24pt; font-weight: bold;">5</p>	<p style="text-align: center; font-weight: bold;">Add a Personal Email address and enter one time code</p> <p>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</p> <p>B. Enter the one time code that was emailed to you from Reset My Password</p>	
<p style="text-align: center; font-size: 18pt; font-weight: bold; color: red;">New users will be redirected to change their password immediately</p>		

<p style="text-align: center;">6</p>	<p style="text-align: center;">Changing Your Password</p> <p>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.</p> <p>Click “Change Password” when complete.</p> <p style="text-align: center;">Password Rules</p> <ul style="list-style-type: none"> • Minimum Length: 8 • Maximum Length: 128 • Dictionary words allowed • May not contain your username • May not use any of 3 previous passwords 	
<p style="text-align: center;">7</p>	<p>Congratulations! You’ve setup your BHS NetID login</p> <p>Once you reach this screen, your profile is complete.</p> <p>On the top right, click the Sign Out button, circled above.</p> <ul style="list-style-type: none"> • 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](#)