

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 two accounts for you – both will start with your first initial and last name. When your accounts are ready, Technology will email you at the personal email address you entered on the application form, asking you to call them for the password. The password will be the same for both accounts:

- **@belmont.k12.ma.us** – This account is used to access in-school BPS computers/devices and the BPS network that links them. It is also used to access the helpdesk, electronic school forms, and other district services.
- **@belmontschools.net** – This account is used to log into the BPS Google environment (Google Drive, Google Meet, Google Classroom, etc.) via a web browser. These accounts are used by BPS staff for Google file sharing, Google Meet invitations, etc.
- **Both of these network accounts have associated email inboxes** and you are responsible for checking both regularly. If you would like to consolidate your inboxes, you can set up your belmontschools.net email to forward to your Outlook inbox using the instructions provided at the end of this document.

How to Access Your Email Accounts

Outlook - @belmont.k12.ma.us

Your Outlook account can be accessed from the web or via the Outlook program on a district PC.

To access your @belmont.k12.ma.us email account from a PC with MS Outlook installed (staff laptop or desktop):

1. Log into the device with your @belmont.k12.ma.us username
2. Go to the Windows search bar in the lower left corner and type Outlook
3. Open the Outlook program
4. Log in with your @belmont.k12.ma.us username and password.

To access your @belmont.k12.ma.us email account via a web browser:

1. From home: Go to the BPS Home page
2. Go to the STAFF drop-down menu in the top maroon menu bar
3. Click on the Staff Remote Access option
4. Click on the E-mail Only button:

 E-mail only

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
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.

The Outlook and Google accounts each come with calendars that can help you organize your schedule. Both are used in the district when people schedule meetings. Because of this, please make sure you check both calendars for upcoming appointments.

Email Forwarding (Optional)

To forward your @belmontschools.net email to your @belmont.k12.ma.us email:

1. Click on the Settings icon in the upper right of your Gmail screen: 
2. Click the first option: [See all settings](#)
3. Select **Forwarding and POP/IMAP** from the top menu
4. Fill out the first "Forwarding" section to Forward a copy of incoming mail to your @belmont.k12.ma.us address
5. SAVE
6. Test that your forwarding works by sending an email to your @belmontschools.net account – it should also show up in your @belmont.k12.ma.us email inbox.