



**Set-Up BVSD Network Account
Access BVSD Outlook Web Access (OWA)
Password Reset**

1. To set up your BVSD network and email access from home, type <http://bvsd.org/PasswordReset> into your browser.
2. You will be directed to the BVSD Password Reset page, where you will enter your information into the required fields and then click on the "Password Reset" button:

3. Once you enter your information and click on the "Reset Password" button, the system will generate a password for you:

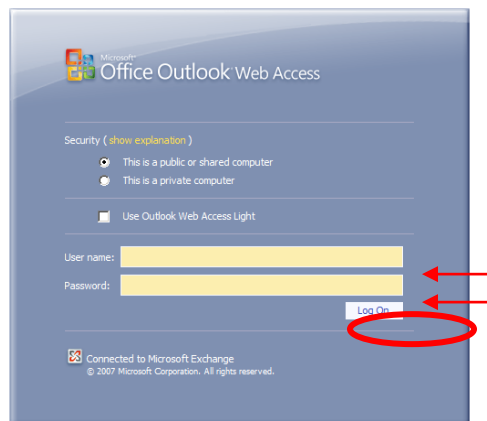


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- Copy the password provided or write it down. Go to <http://bvsd.org> and click on the “Quick Links” drop down and select “Email Access.”



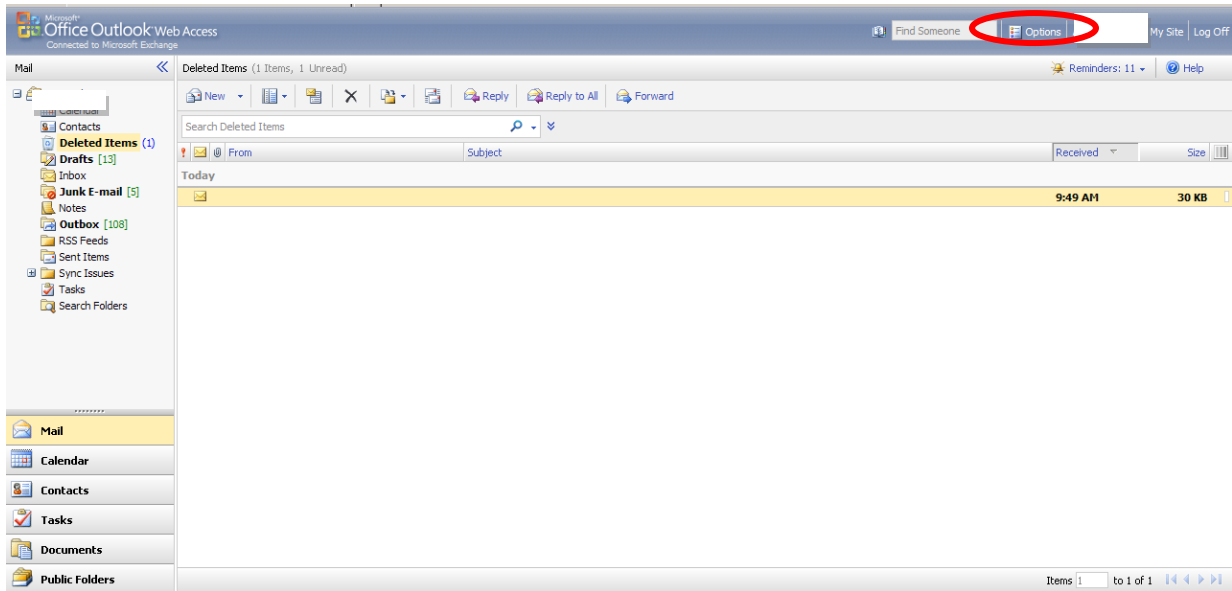
- You will be directed the BVSD Outlook Web Access (OWA) email screen. Enter your firstname.lastname into the user name field. Enter your provided password into the password field. Click on the “Log On” button.



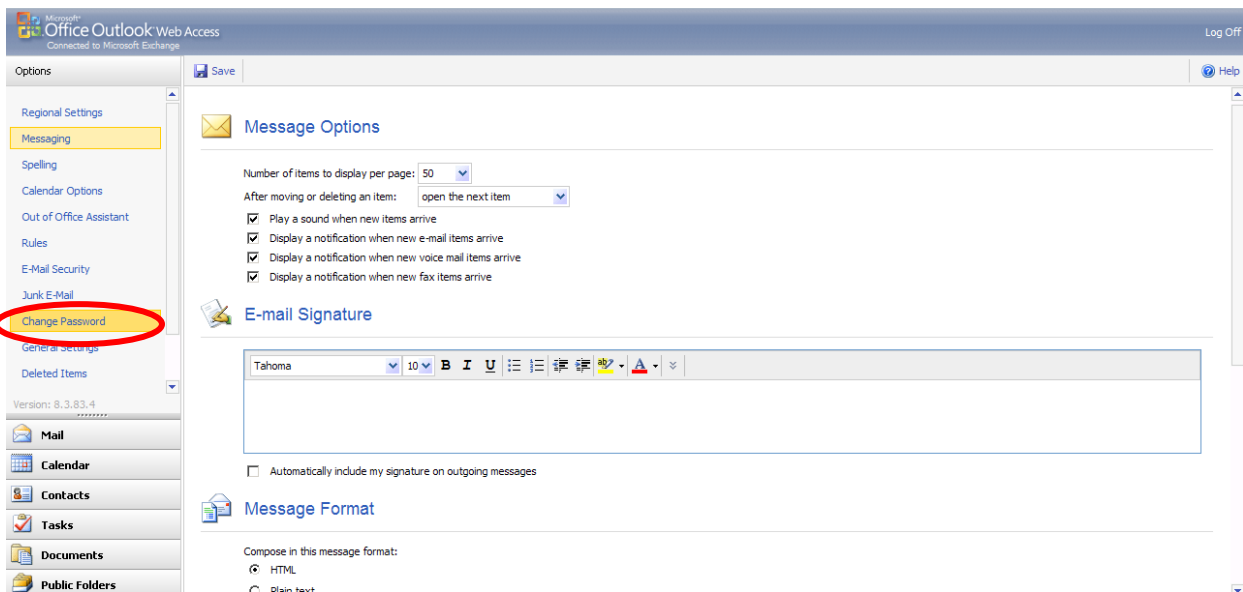


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- Your BVSD email will appear. If you would like to change your password to something you will remember, click on “Options” on the top right-hand side of your screen:



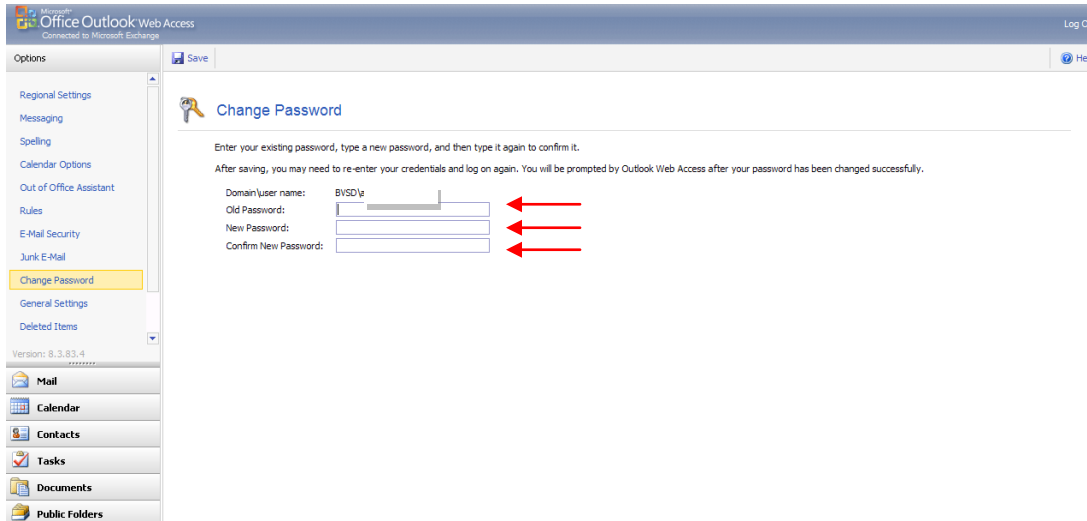
- Click on the “Change Password” option on the left side of the screen:



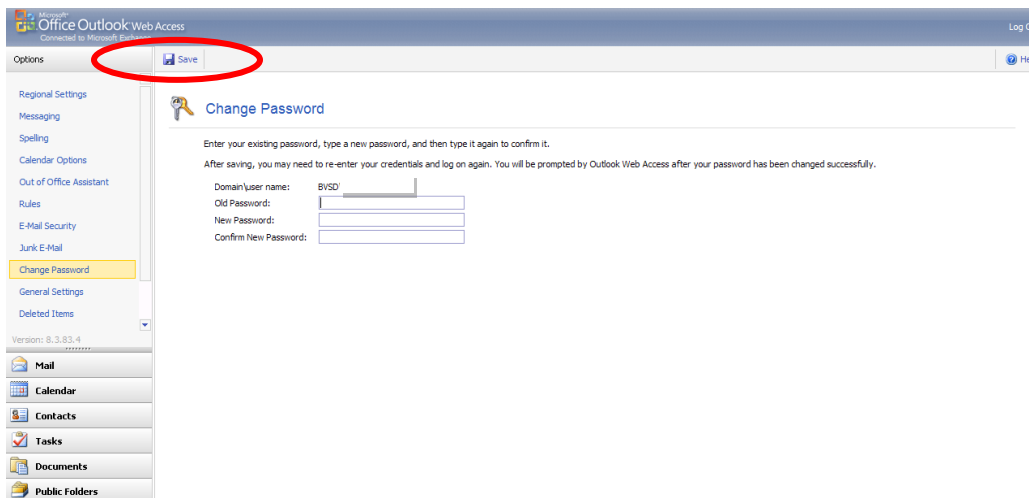


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- Please enter your old password (the system-generated one) and enter what you would like your new password to be (please make sure it is at least 5 characters long and it is something you will remember):



- Once you have entered your old and new password information, please click on “Save” at the top of your screen:



- From this point forward, you will use this username and password to log into any district PC workstation and your district OWA email from any district or non-district computer.
- If you have any trouble accessing your BVSD account, please contact IT at 720-561-5065.