



Create a BCPS One Account

Stay Involved in Your Student's Education!

Parents that currently have a BCPS One account, but need to add a student(s) follow the instructions in order to add a student(s) to your account.

Add Students to Your Account

1. Log-in to your BCPS One account and navigate to *My Profile*. (Users who already have an account, but need to add another student would start here.)
2. Click "Add a Student". You will be prompted to select your student's school from the drop-down menu and to enter the student's birthdate.

Note: If you have twins with the same birth date the account will link to both students.

Reminder: If the parent/guardian e-mail address, first name, and last name on file with the school does not match the email address you used to create your BCPS One account then your student will not be successfully added to your account.

3. Click Submit.

Note: If BCPS One still lists you as a Community Member, log-out and then login again in order to see the updates reflected in the account.

*Only users identified in the BCPS One Student Information System (SIS) as a contact authorized to make educational decisions or view only access for the student will be allowed access to their student's information in BCPS One. An email address, first name, and last name, must be on file with the school and associated with each student that they are authorized to make educational decisions or view student information.