

**Welcome to BWRSD! Please follow the steps below to set a password for your new BWRSD account.**

**Option 1: On a BWRSD Chromebook:**

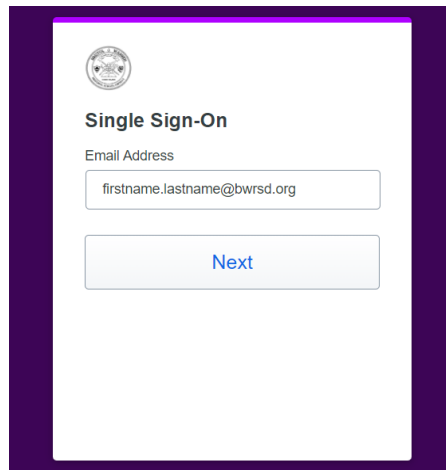
1. Power on the Chromebook and follow the steps below.

**Option 2: On a Computer / Windows Device:**

1. Open a web browser and navigate to <https://bwrsd.login.duosecurity.com/>.

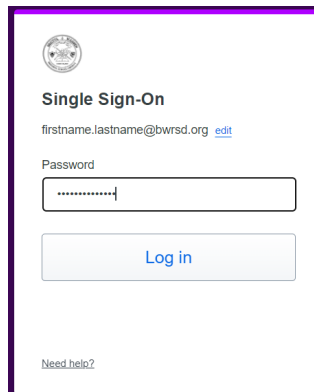
**Follow these steps to setup Duo and set a password of your choosing: A step by step digital version of this guide is also available at <https://ior.ad/9IXv>.**

1. At the Sign In screen, enter your email address and then click “Next”. Your email address is your first name followed by a dot, your last name, and @bwrsd.org. For example, John Smith would enter john.smith@bwrsd.org.



The screenshot shows a web form titled "Single Sign-On" with a BWRSD logo at the top left. Below the title is the label "Email Address" and a text input field containing the placeholder text "firstname.lastname@bwrsd.org". A blue "Next" button is positioned below the input field.

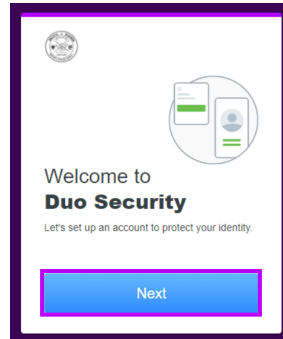
2. Enter the temporary password emailed to you and click next.



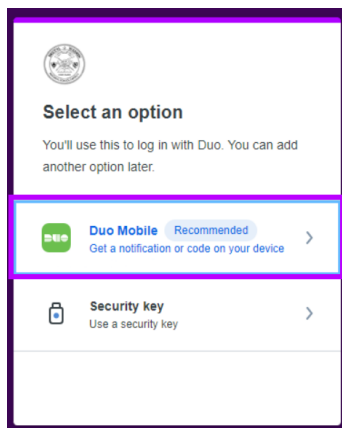
The screenshot shows the same "Single Sign-On" form. The email address field now displays "firstname.lastname@bwrsd.org" with an "edit" link to its right. Below it is the "Password" label and a text input field with a masked password represented by dots. A blue "Log in" button is located below the password field. At the bottom left of the form, there is a small link that says "Need help?".

1. A message appears indicating your password has expired and needs to be changed. Click on “Verify my identity”.

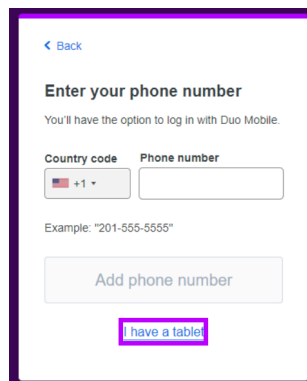
2. Before you can change your password, you will need to enroll in Duo. Duo is a single sign on solution that makes accessing multiple applications easier with only 1 password to remember. Click on “Next” to start the enrollment process.



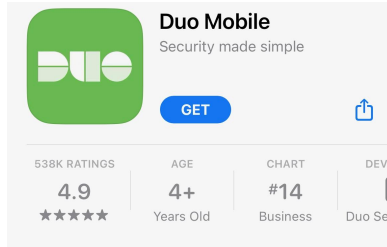
3. Click “Next” at the next two screens.
4. On the “Select an option” screen click on “Duo Mobile”.



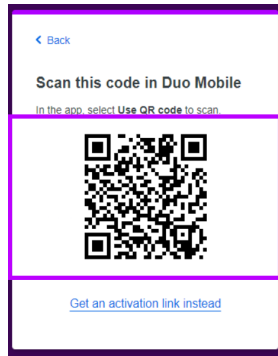
5. Click on the “I have a tablet” button to avoid providing Duo with your phone number.



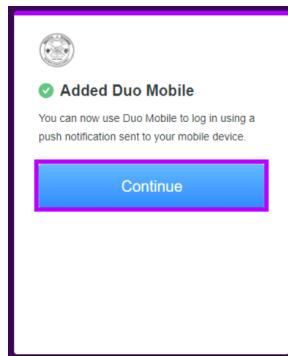
6. Download the “Duo Mobile” app from your mobile phone's app store. Links to download the app are available at <https://www.bwrsd.org/Page/5665>. Then click “Next”.



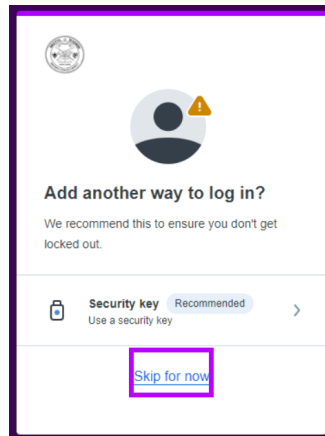
7. Open the Duo Mobile app and follow the steps selecting the option to Scan a QR code. Use the app to scan the QR code that appears on your screen with your camera.



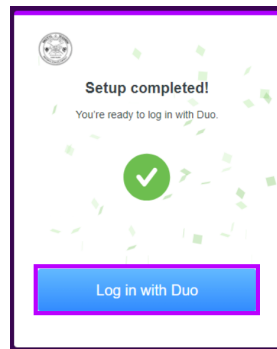
8. Once scanned a message will appear indicating Duo Mobile has been added. Click "Continue".



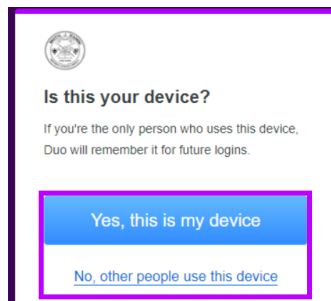
9. On the "Add another way to log in?" screen click "Skip for now".



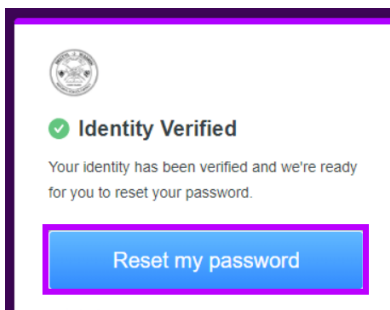
10. On the Setup Completed! Screen, click “Log in with Duo”.



11. If this is your device click “Yes, this is my device” if it is a device shared by multiple people / users click on “No, other people use this device”.



12. Click “Reset my password”.



13. Enter your temporary password in the “Old password” box and then enter a password of your choosing in the “New password” and “Confirm new password” boxes. When creating a password, be sure to follow the instructions on the screen. Then click “Submit”.

Old password [Show all passwords](#)

.....

New password

.....


Confirm new password

.....

**Submit**

14. Your password will then be changed.

15. Click “Continue to Application”.



**✓ Reset Successful**

Your password was reset successfully and you're logged in. You may now continue to access your application.

**Continue to application**

16. Click on your firstname.lastname at the top right hand corner of the screen and click “Logout”.

[Manage Devices](#) [teacher.test ^](#)

View as:

✓ Tiles

List

🔗 Get Help

🔗 Logout

17. Once complete, tap the power button on the Chromebook and then click on “Sign Out” to exit the Password Reset Tool. At the login screen, enter your firstname.lastname@bwrsd.org, and then click next. Enter your chosen password, and follow the steps to login.