

New Bethel Portal Login and Features

Click on a section to go to that page

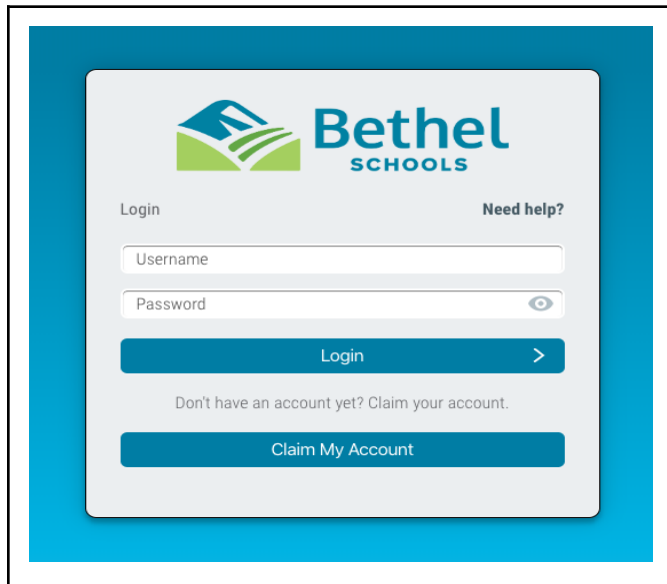
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HOW TO LOGIN TO BETHEL PORTAL

Step 1: From your favorite browser, log in to <https://portal.bethelsd.org>

Step 2: Type in your myBethel Credentials



The screenshot shows the login interface for Bethel Schools. At the top left is the Bethel Schools logo, which consists of a stylized green and blue building icon next to the text "Bethel SCHOOLS". Below the logo, the word "Login" is on the left and "Need help?" is on the right. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a blue button with the text "Login" and a right-pointing chevron. Underneath the button is the text "Don't have an account yet? Claim your account." and a second blue button with the text "Claim My Account".

*Hint: you can click **Need Help?** if you don't know your password or user name.*



The screenshot shows the "Need Help?" page. At the top left is the Bethel Schools logo. Below the logo, the text "Contact Help Desk: 253.539.6767" is on the left and "Back" is on the right. There are two blue buttons: "Forgot My Username" and "Forgot My Password".

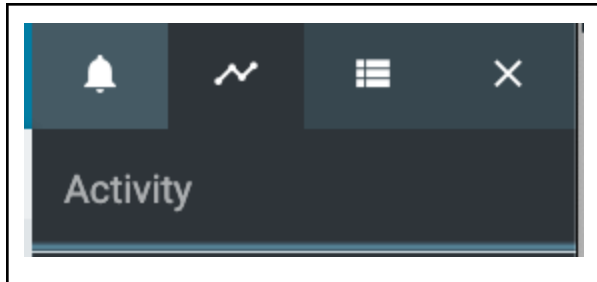
Step 3: If you are new to the District, you may have to set your reset password questions.

Step 4: You have logged into the new Bethel portal.

FEATURES:

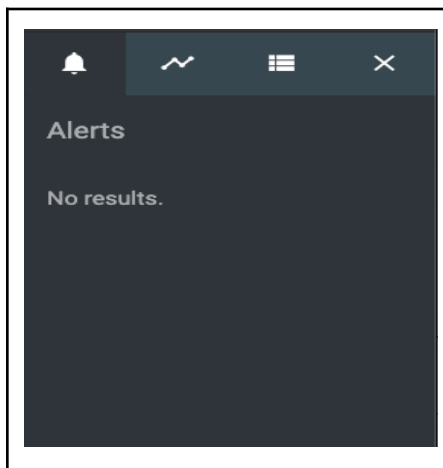
ACTIVITY:

Found on the far right top corner of your screen you will see activity symbolized by a graph line. This will show your history of places visited.



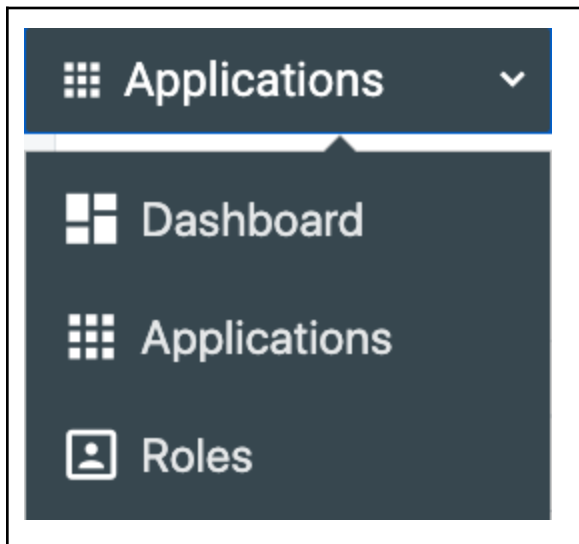
ALERTS:

Found on the far right top corner of your screen you will see alerts symbolized by a Bell. The full functionality of this has not been set up just yet.

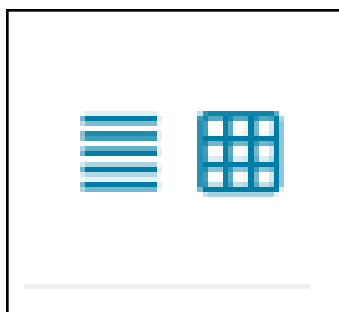


APPLICATIONS:











When you log in you are on the Applications page. To return to the Applications page, click the down arrow on the dark grey box on the header bar. (As default, it will reflect the name of the page you are on.) Select the drop down menu arrow to the right of the box, then select Applications.









From the Application page you can sort by list (lines) or Grid (box)



LIST VIEW:

Applications		GLOBAL SEARCH
My Applications		
<input type="checkbox"/>	NAME	CATEGORY
<input type="checkbox"/>	 Lightspeed - Content Filter	Google, Technology
<input type="checkbox"/>	 Self Service for Mac Enrollment	Technology
<input type="checkbox"/>	 Absence Management (Aesop) Recent	Links
<input type="checkbox"/>	 Acadience (DIBELS)	Instruction
<input type="checkbox"/>	 ACT Time Log	My Info
<input type="checkbox"/>	 ACT Time Report	Support
<input type="checkbox"/>	 ACT Website	Links
<input type="checkbox"/>	 After School Activity Log AYPYN	Support
<input type="checkbox"/>	 Amplify Curriculum	Instruction
<input type="checkbox"/>	 AP Photo Archive	Multimedia


GRID VIEW:

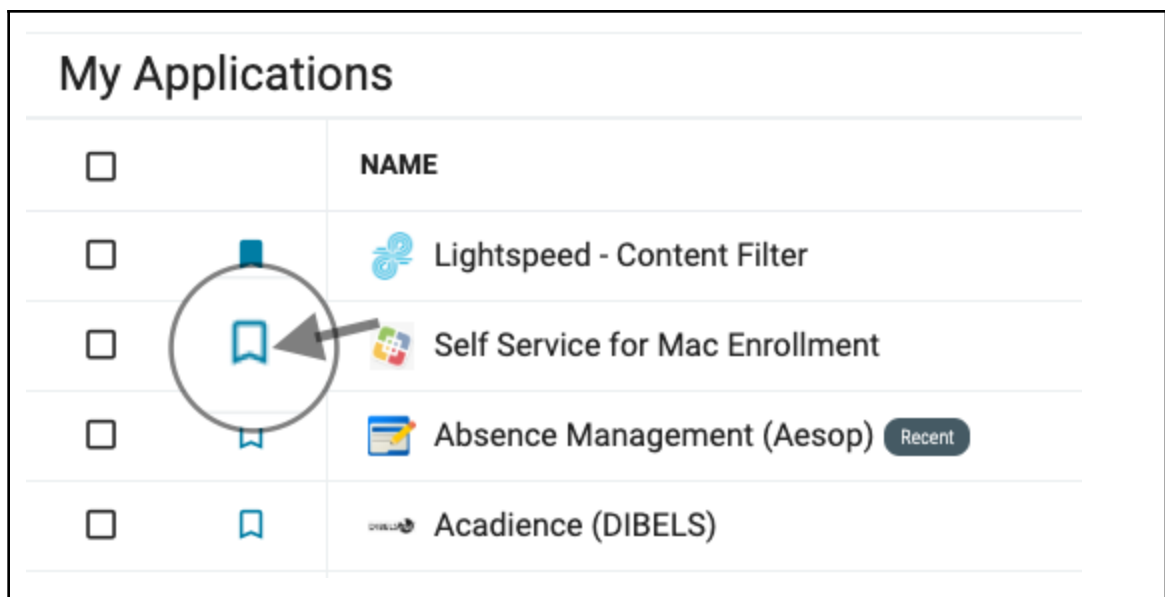
Applications		GLOBAL SEARCH
 <p>Lightspeed - Content Filter Lightspeed - Content Filter</p>	 <p>Self Service for Mac Enrollment Self Service for Mac Enrollment</p>	 <p>Recent Absence Management ...</p>
 <p>ACT Website</p>	 <p>After School Activity Log AYPYN After School Activity Log AYPYN</p>	 <p>Amplify Curriculum Amplify Curriculum</p>


BOOKMARKS:

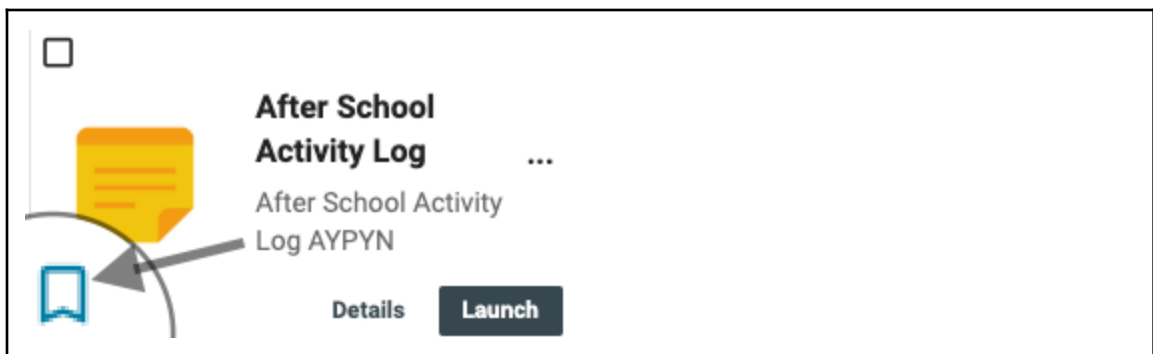
Bookmarks are how you can access items you use often quickly. Bookmarks take place of Favorites in the old myBethel.

HOW TO SET A BOOKMARK:

In List View: Select the outlined blue flag next to the app you want so it is a solid blue .

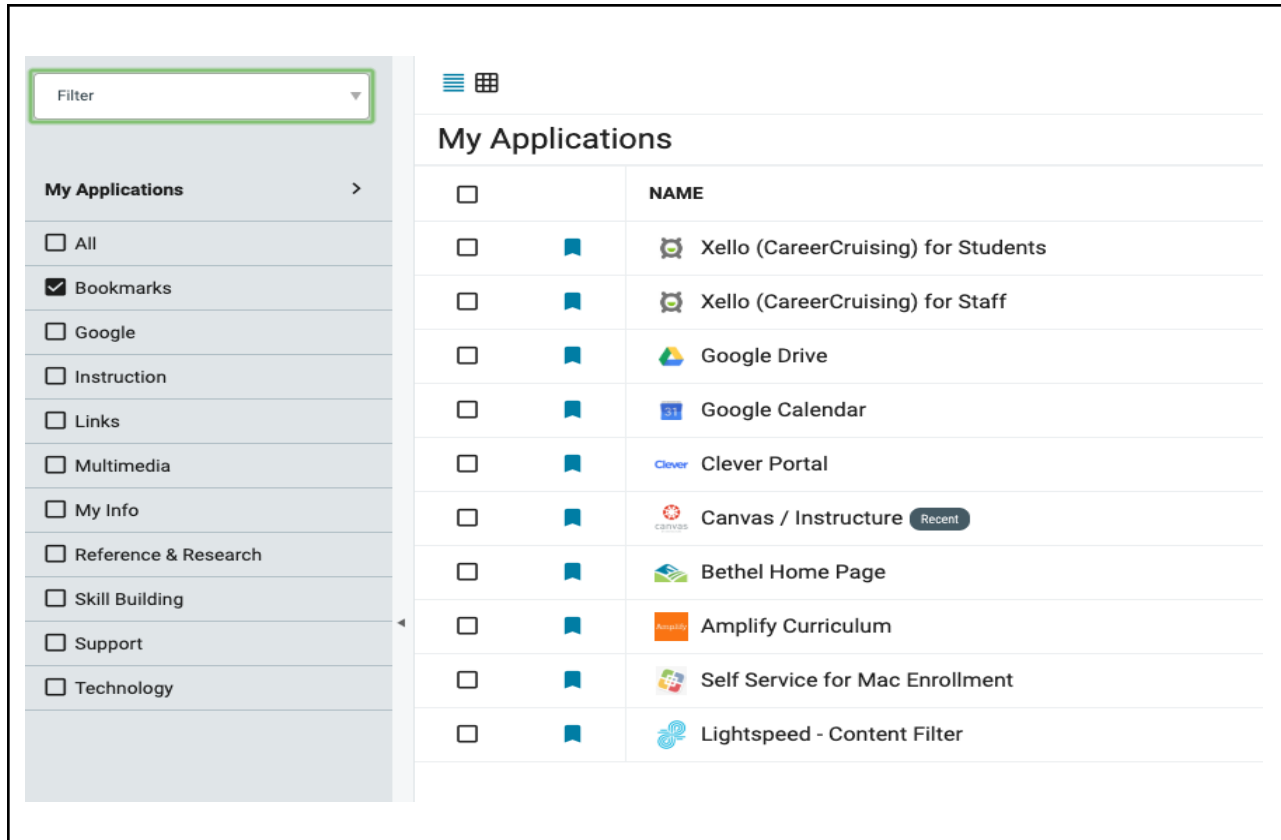


In Grid View: Hover over the app you would like, then on the lower left corner select the outlined blue flag click it so it is a solid blue. .



ACCESSING BOOKMARKS:

You can find bookmarks on the left panel under “Bookmarks”.



The screenshot shows a user interface for 'My Applications'. On the left is a sidebar with a 'Filter' dropdown and a list of categories. The 'Bookmarks' category is selected with a checkmark. The main area displays a table of bookmarked applications, each with a checkbox, a bookmark icon, and the application name.

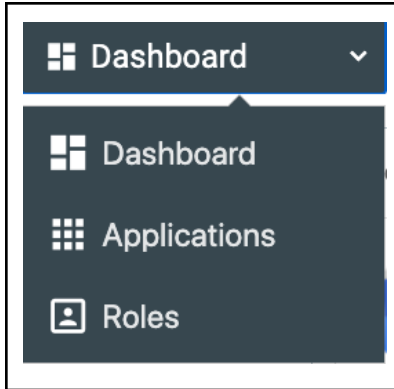
<input type="checkbox"/>		NAME
<input type="checkbox"/>		Xello (CareerCruising) for Students
<input type="checkbox"/>		Xello (CareerCruising) for Staff
<input type="checkbox"/>		Google Drive
<input type="checkbox"/>		Google Calendar
<input type="checkbox"/>		Clever Clever Portal
<input type="checkbox"/>		Canvas / Instructure Recent
<input type="checkbox"/>		Bethel Home Page
<input type="checkbox"/>		Amplify Curriculum
<input type="checkbox"/>		Self Service for Mac Enrollment
<input type="checkbox"/>		Lightspeed - Content Filter

DASHBOARD:

The Dashboard houses your bookmarked items where you can click on them and go straight to that app, document or webpage.

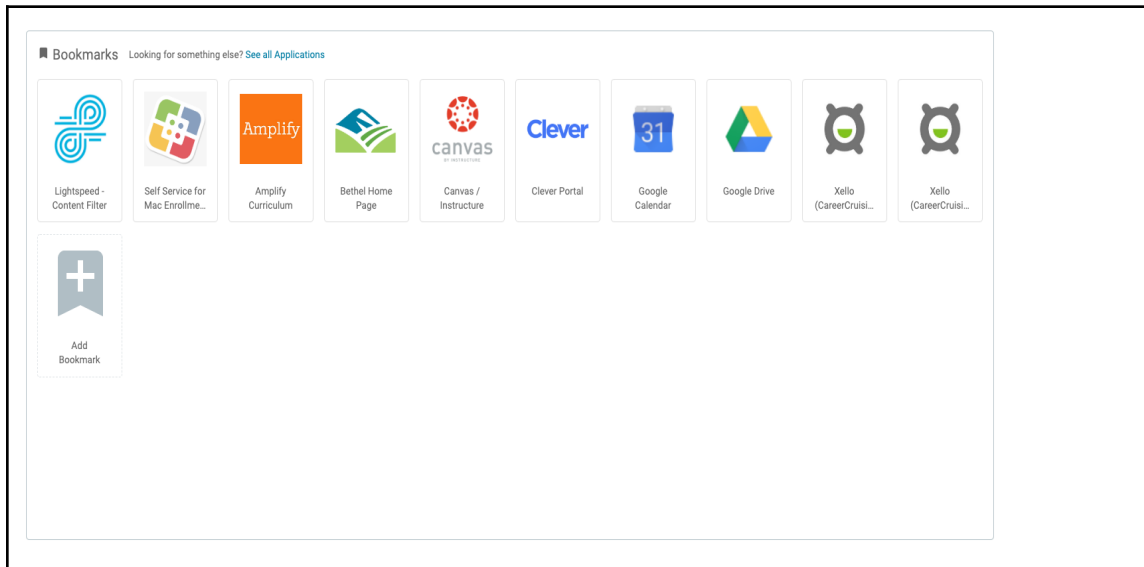
HOW TO ACCESS THE DASHBOARD:

On the top menu bar, there is a dark grey drop down menu, select the drop down menu arrow to the right of the box, then select Dashboard.



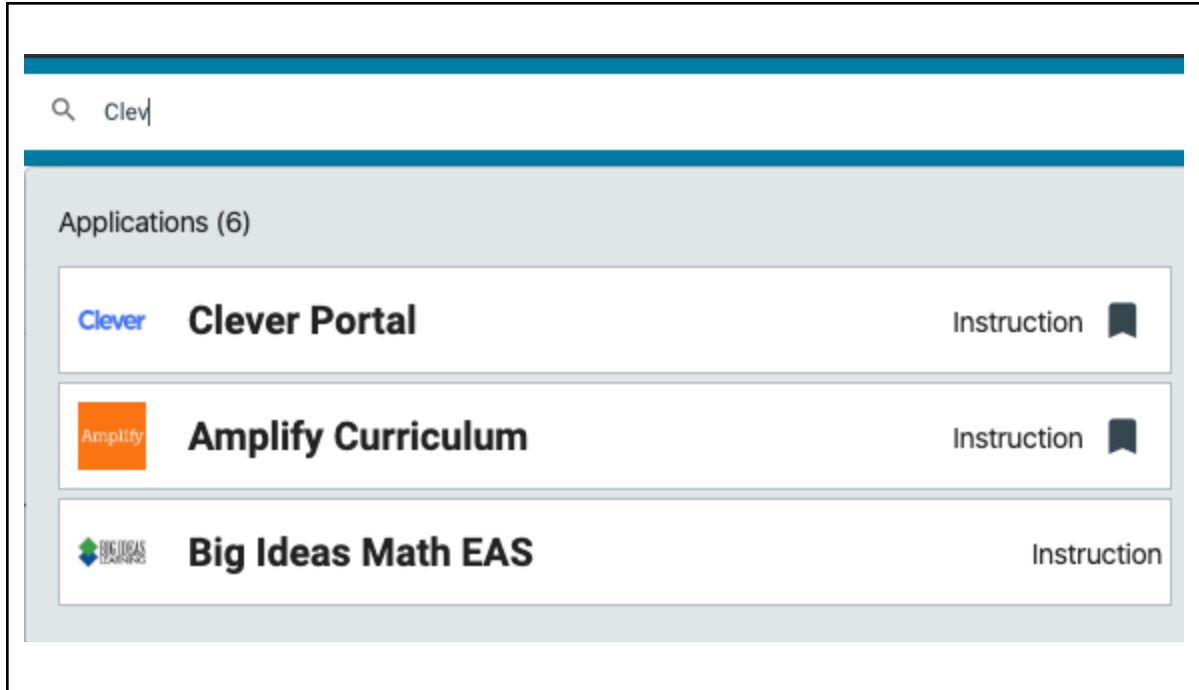
DASHBOARD VIEW:

Simply click on the app, document or website and it will direct you there. This works on the iPad, Macbook, and PC.



GLOBAL SEARCH:

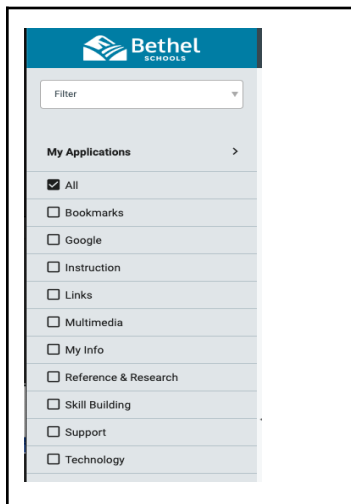
Global search is found in the header bar of the Portal. You can search for any application by just typing the word you are looking for. It will automatically populate below if it is available.



LEFT PANEL

CATEGORIES:

The Left Panel contains the categories that all apps, web pages and documents will be housed.

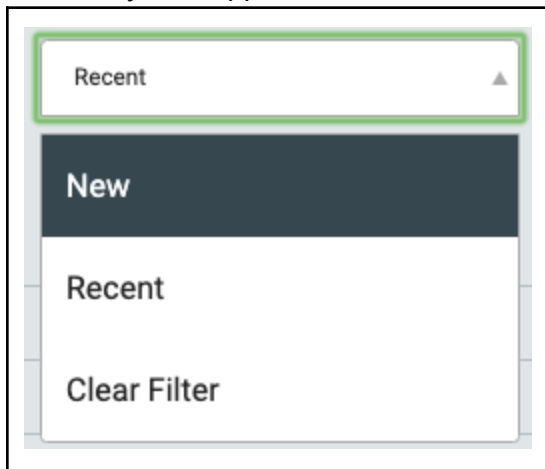


Specific categories populate by clicking the box next to the category name.

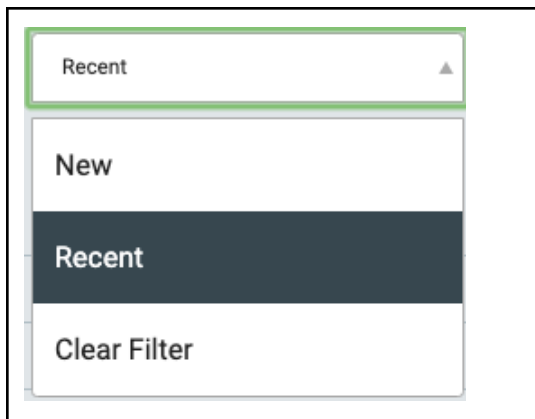
My Applications	my Applications	
<input type="checkbox"/> All	<input type="checkbox"/>	NAME
<input type="checkbox"/> Bookmarks	<input type="checkbox"/>	WorldBook
<input checked="" type="checkbox"/> Google	<input type="checkbox"/>	Thinkfinity
<input type="checkbox"/> Instruction	<input type="checkbox"/>	SIRS Discoverer
<input type="checkbox"/> Links	<input type="checkbox"/>	School Library for Students
<input checked="" type="checkbox"/> Multimedia	<input type="checkbox"/>	School Library for Staff
<input type="checkbox"/> My Info	<input type="checkbox"/>	Proquest Literature
<input checked="" type="checkbox"/> Reference & Research	<input type="checkbox"/>	Proquest
<input type="checkbox"/> Skill Building	<input type="checkbox"/>	my.Bethel Page
<input type="checkbox"/> Support	<input type="checkbox"/>	Library Media Center
<input type="checkbox"/> Technology	<input type="checkbox"/>	Learn 360
	<input type="checkbox"/>	History Study Center

FILTER

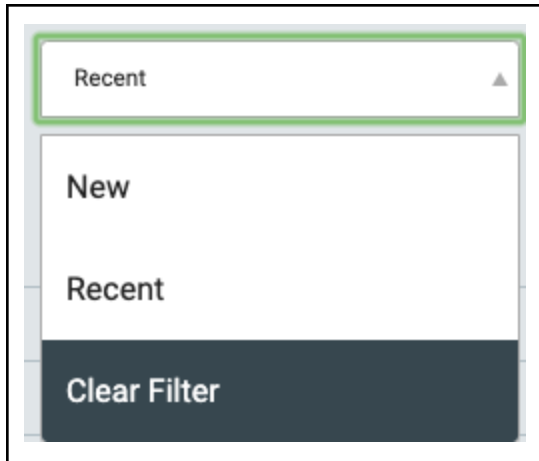
There are three options for the filter,
Show only new apps



Show recently used apps



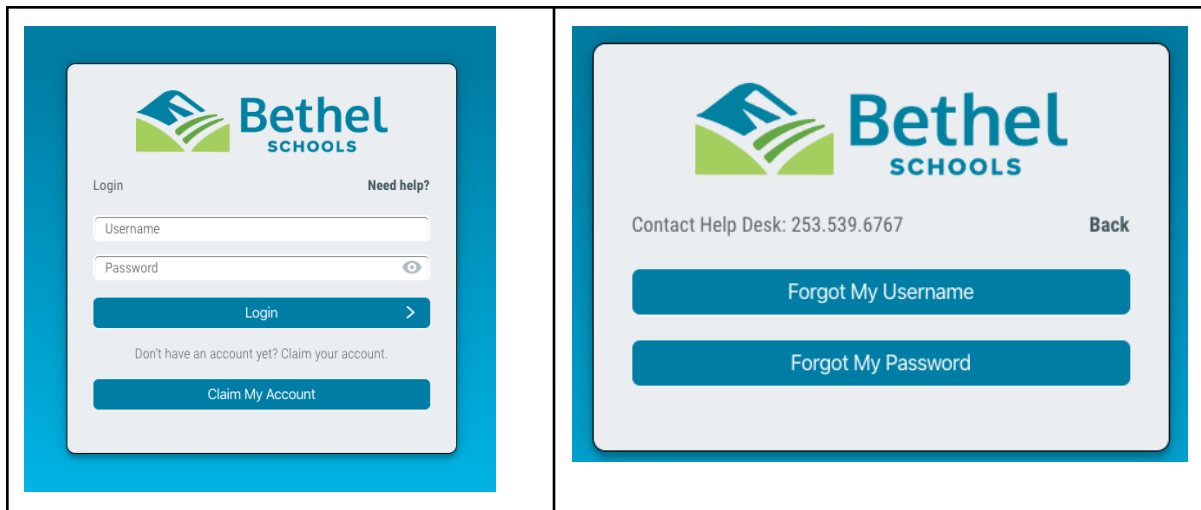
Clear Filter



FORGOT PASSWORD OR USERNAME: ON LOGIN SCREEN

Select, need help? Link, click either your forgot password or forgot your username.

Note: To use these functions you must have set-up your security questions in the portal. If you have not already set-up your security questions and need help logging in, please contact the Help Desk at 253-800-6767.



Forgotten Password Reset



Step 1 of 4

Enter your username to begin.

Next



Forgotten Password Reset



Step 2 of 4

Answer your challenge questions

What is your favorite color? *



What is your favorite food? *



Next



Forgotten Password Reset



Step 3 of 4

Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.

Password must be 8 characters long, and meet 2 of the 3 requirements below:

- 1 Uppercase
- 1 LowerCase
- 1 Number

If you have any issues with changing your password, please contact helpdesk.



Next



Forgotten Password Reset



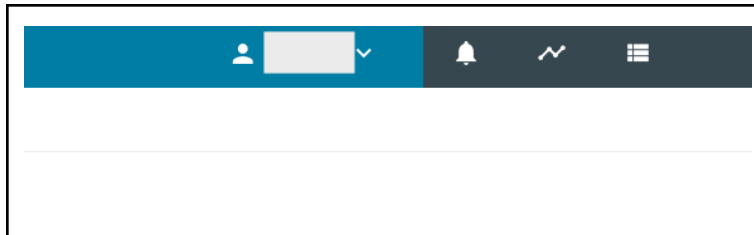
Step 4 of 4

Password change complete.

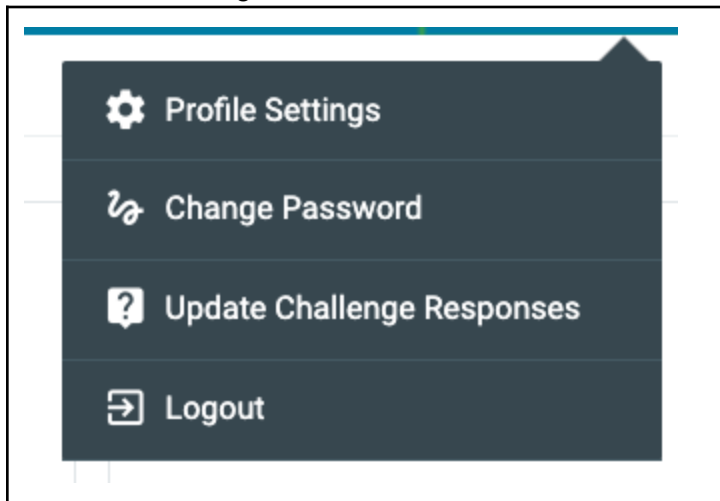
You may now close this window.

CHANGE PASSWORD: IN BETHEL PORTAL

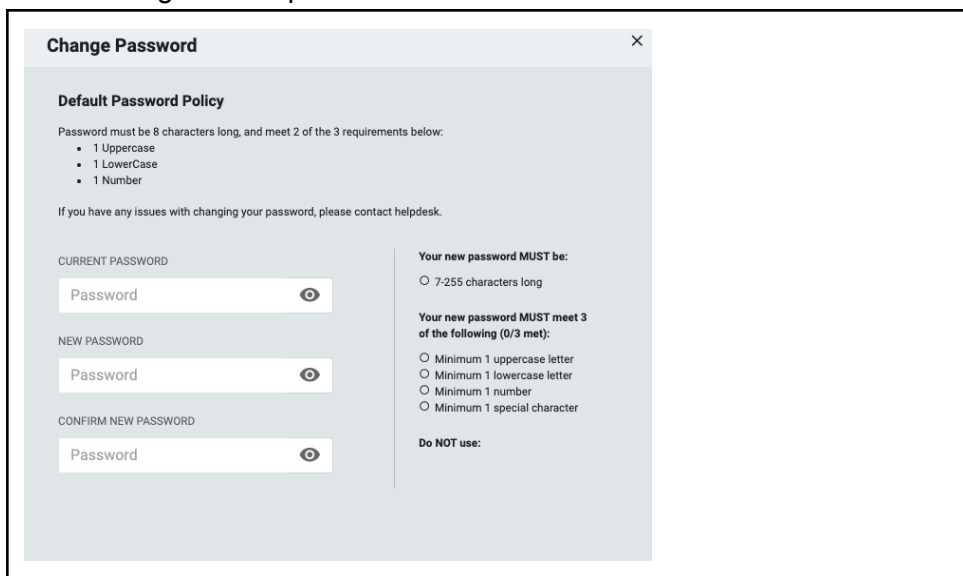
Click your name in the top right corner (next to the person icon)



Then select Change Password



Then enter in your previous password, and then your new password. Password requirements are to the right of the password.



Change Password [X]

Default Password Policy

Password must be 8 characters long, and meet 2 of the 3 requirements below:

- 1 Uppercase
- 1 LowerCase
- 1 Number

If you have any issues with changing your password, please contact helpdesk.

CURRENT PASSWORD
Password [Eye Icon]

NEW PASSWORD
Password [Eye Icon]

CONFIRM NEW PASSWORD
Password [Eye Icon]

Your new password MUST be:

- 7-255 characters long

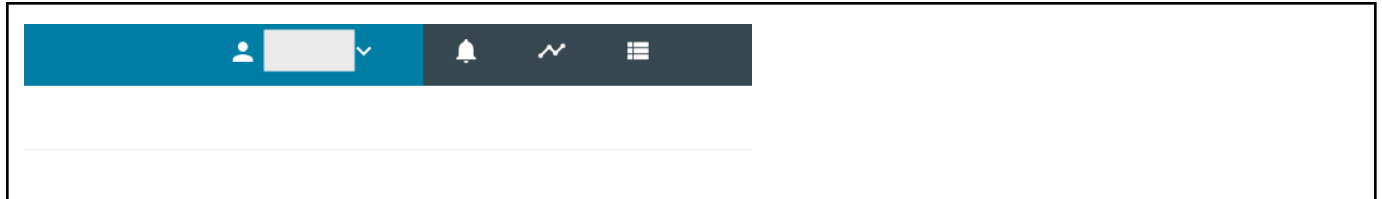
Your new password MUST meet 3 of the following (0/3 met):

- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 number
- Minimum 1 special character

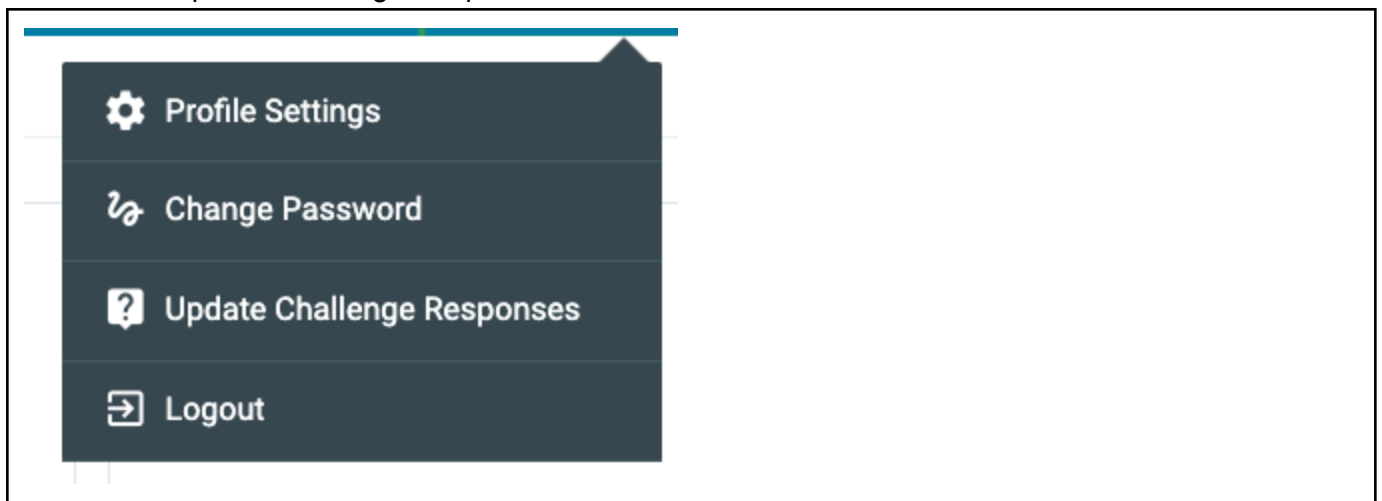
Do NOT use:

PASSWORD QUESTIONS :

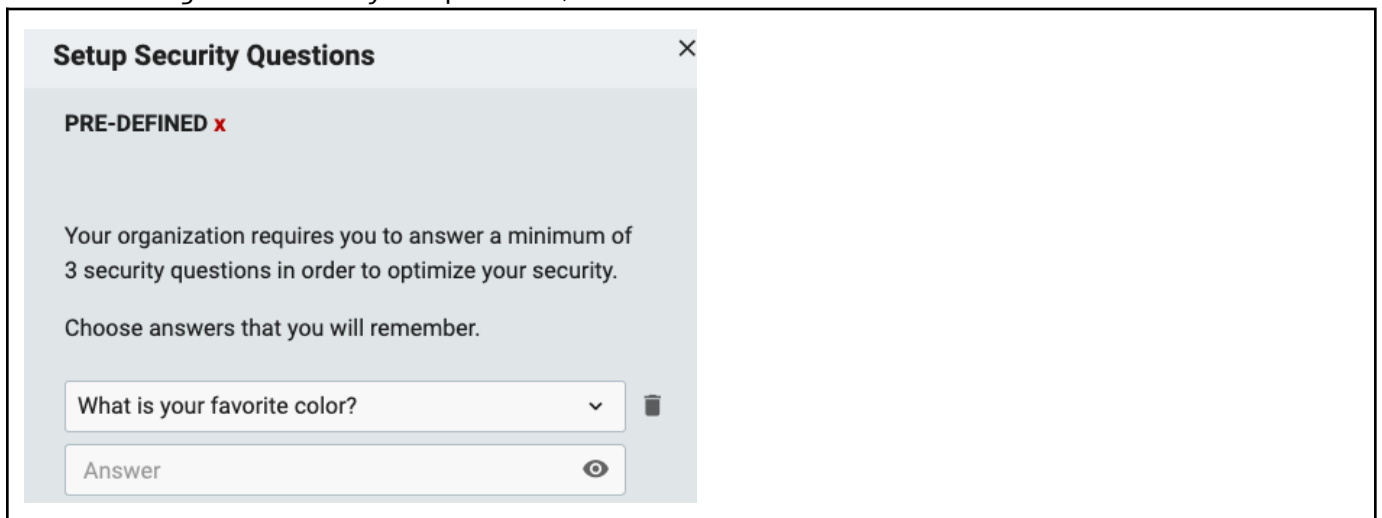
Click your name in the top right corner (next to the person icon)



Then Select Update Challenge Response to View

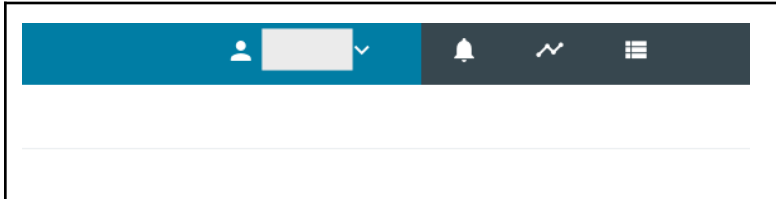


You can change answers to your questions, then select save.

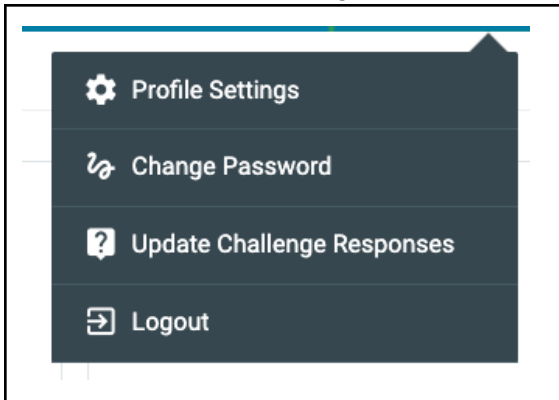


PROFILE SETTINGS:

Click your name in the top right corner (next to the person icon)



Then Select Profile Settings to View



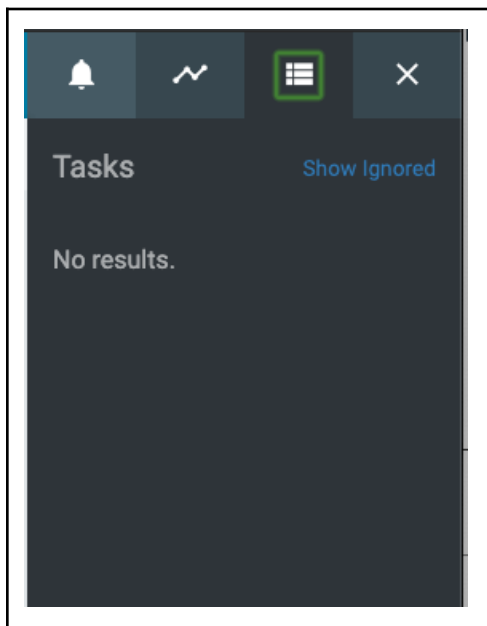
The Profile settings show your job specific information.

A screenshot of a web form for an employee profile. The form is light gray with a close button (X) in the top right corner. The fields are as follows:

- EMPLOYEE NAME:** A text input field containing the email address "Employee@Bethelsd.org".
- JOB TITLES:** A text input field.
- PRIMARY LOCATION NAME:** A text input field.
- LOCATION CODES:** A text input field.
- DISPLAY NAME:** A text input field.
- USERNAME:** A text input field.
- EMPLOYEE ID:** A text input field.
- SKYWARD NAME-ID:** A text input field.
- STATUS FROM SKYWARD:** A text input field.

TASKS:

Found on the far right top corner of your screen you will see alerts symbolized by a sandwich. The full functionality of this has not been set up just yet.



TROUBLESHOOTING:

Can I reorder the applications on my dashboard?

No. You are unable to move or reorder the applications on the dashboard. The applications will appear in alphabetical order, with the exception of a selection of commonly used icons. The commonly used icons that will automatically populate at the top of the applications list include the Google applications, Synergy, and Self Service.

Why is my portal frozen? When I try to click on an icon, nothing happens.

Your login may have timed out. The portal will timeout after 8 hours. For example, if you have left your browser open overnight you need to login again to use the portal. Close or refresh your browser window and reopen the portal to login.

I bookmarked the portal login page on my browser, but now it is not working.

Make sure that the url you have bookmarked is <https://portal.bethelsd.org>. Your bookmark may have been set to the unique url within the logged in portal, which will cause an error if you attempt to access that url directly. You must go to <https://portal.bethelsd.org> to login to the portal.