Welcome to the City of Boston!

We have information below to help you set up your Access Boston account. You will need to register for this account to access applications, your email account, and our networks. The details of your account are in the email message that you received from the City. You'll find your temporary password in a separate email.

Getting started

To register your account, go to the Access Boston Portal at https://access.boston.gov. Use your ID and the temporary password that was sent to your personal email address to login. You will be prompted to change to a permanent password which is good for one year.

Multi-factor authentication

After changing your password, you will register for multi-factor (also known as two-step) authentication. This provides an extra layer of security when you log into your City account. You'll register by providing a mobile device where you can receive an SMS text message. Other options (besides getting a text) include:

- receiving a voice call on a mobile or landline phone, or
- using a non-Boston email address.

You will be sent a security code to enter to confirm the option that you pick.

Logging into a computer

At City Hall	At BPS	BPL/BPD/BFD/Assessing
PCs - Use your ID as your username and your Access Boston password **Macs** - Use your ID as your username and your Access Boston password	**Macs** - Use your ID as your username and your Access Boston password **PCs** - Use ADMINDOM\ ID and your Access Boston password (for example: ADMINDOM\123456) **Chromebooks-** Use your full BPS email address and your Access Boston password	Please check with the IT Staff for your department to get further direction *Access Boston unified login coming in the future!!

Logging into Wi-Fi

At City Hall	At BPS	BPL/BPD/BFD/Assessing
To use the "cityhall-employee" network, use your ID as your username and your Access Boston password. We don't recommend using "wicked free wifi" for City of Boston business. It's not a secure network.	To use the "BpsStaff" network, Use your ID as your username and your Access Boston password. If your school's Wi-Fi network is named after your school building, you will receive the password for the wi-fi at your school.	Please check in with the IT Staff for your department to get further direction *Access Boston unified login coming in the future!!

Updates to your Access Boston account

From the Access Boston Portal, you can use the "Change My Password" link in the Account Tools section to update your password at any time. The City of Boston requires everyone to change their password once a year. We'll send you a notification before you need to change it. At the portal, you can use the "Manage My Devices" link to add a back-up device to use with multi-factor authentication. You can also set up the PingID app on your mobile device. If you have a City-issued device, the PingID app may already be loaded for you. There is always a HELP link in the lower right hand corner of any page associated with Access Boston if you need more information.

Common questions

Where do I find information for new employees?	Go to The Hub! The Hub is the City of Boston's employee website. Just click the Hub icon on your Access Boston portal. There you can check out the handy guide entitled "Being a New Employee With The City of Boston" at https://hub.boston.gov/being-new-employee-city The Hub features policies, information on health and wellness benefits, career training, and news and events.
What is my email address?	**@bostonpublicschools.org** Boston Public Schools uses Google for email and other collaboration tools. Your new email address is included in the message you received about your account. The format is: firstinitiallastname@bostonpublicschools.org. In some cases, there may be a number at the end if the email exists already (ex: jsmith45). After you register for your account on the Access Boston portal, you can log into your email at mail.google.com. Use your Access Boston password.
	@boston.gov The City of Boston uses Google for email. . Your new email address is included in the message you received about your account. The format is firstname.lastname@boston.gov. After you register for your account on the Access Boston portal, you can log into your email at mail.google.com. Use your Access Boston password.
What is Employee Self-Service (ESS)?	Employee Self-Service allows Boston employees to: • update your personal information (phone number, address, name) • view your paycheck • manage your direct deposit and federal tax withholding • request time off, and • view your absence balances. You get to ESS via the icon on the Access Boston portal. Some functions may not be accessible, depending on your employee classification.
Why is multi-factor authentication required?	It is far too easy for a password to be lost or stolen. Multi-factor authentication (MFA) helps us keep your data — and all data at the City — safe. MFA strengthens your password with a second factor that relies on something only you have in your possession (usually a phone).
What is Employee Training?	Frontline Education is used for technology training classes. Log into the Access Boston portal and click on the Employee Training Icon. You'll be able to see what trainings are available, and to sign up.

The following items are for employees of the Boston Public Schools only	
What is SIS/Aspen?	The **BPS** Student Information System (SIS) is a product called Aspen. All employees, students, and families can easily access Aspen and manage information on student learning to help personalize instruction. Teachers use the SIS for daily attendance, class attendance, report card grades, academic progress (gradebook), student schedules, and basic information on their students. You can explore Aspen online at https://sis.mybps.org/aspen. Use the Help menu to access common instructions, manuals, and video tutorials.
How do I get a laptop?	Eligible **BPS** employees (primarily classroom teachers) will be notified via their BPS email account about how to access trainings and receive their laptop. After your effective date, check learn.mybps.org for L4L v4 training information. Please note that your laptop cannot be issued until your official start date. If you do not have access to the course within 3-5 business days of setting up your Access Boston account, please email NetworkAccess@bostonpublicschools.org
How do I access Teachpoint?	1. Log in to your BPS email and click on the Google Apps Gridon the upper right 2. Scroll down and click on the TeachPoint Icon BPS has more information at https://www.bostonpublicschools.org/Teachpoint Need technical help? Please email eval@bostonpublicschools.org BPS has fully transitioned all professional development activities from MyLearningPlan over to TeachPoint as of October 2019.

Have more questions?

Boston Public Schools: Please email the BPS Technology Help Desk: networkaccess@bostonpublicschools.org

City Hall: Call the Department of Innovation & Technology (DoIT) Service Desk at 617-635-7378.

You can also check-in with your department's IT support group (if you have one).