

STUDENT & ALUMNI WEBSITE ID'S AND PASSWORDS

1) Your WEBSITE ID is YOUR FIRST & LAST NAME

- Use the legal name on record with the school.
- Leave no space in-between words.
- Use your regular capital letters in your first and last name.
- Remove all punctuation, remove hyphen from hyphenated last names.
- No middle names or nicknames, even if usually used as first names at school.

2) Your initial PASSWORD is YOUR ID but in ALL LOWER CASE LETTERS

ID/PASSWORD	<u>Name</u>	<u>Website ID</u>	<u>Password</u>
EXAMPLES:	Jennifer Jacobs	JenniferJacobs	jenniferjacobs
	Sam McDonald	SamMcDonald	sammcdonald
	A'nette O'Keefe	AnetteOKeefe	anetteokeefe
	Sarah Smith-Jones	SarahSmithJones	sarahsmithjones
	John "Jack" Clarkson	JohnClarkson	johnclarkson

CHANGING YOUR PASSWORD

- Once you log on, you will create a **new** PASSWORD for yourself, and enter your email address so that the school can e-mail you notices (i.e. school closures for snow).

DUPLICATE NAMES

- If you get a message that you have a duplicate name to another student already registered on the website, contact webmaster@bel-rea.com for an alternate ID.

ALUMNI ID's

- Use the same ID guidelines listed for students.
- Enter the specific name you used while you were in school.

PROBLEMS?

- If you're not recognized by the site and are unable to log in, please send an e-mail with your first, middle, & last name, and start date (students) or graduation date (alumni) to studentservices@bel-rea.com & we will notify you of the spelling/name we have on file for you.