

How to access information on the BRLS “private” school website: www.plusportals.com/brls

1. **IF YOU HAVE NEVER LOGGED IN...** You will receive an email with a link. When you click on it, you will be taken to a page where you can set your password. Once you set your password you can log on to the school’s “private” website. Don’t continue to use the temporary link because it will expire! Choose a new, easy-to-remember password to access the website. IF one adult in the household has logged in, has access to the information in the website, and is willing to check the website regularly, it is helpful, but not necessary for other adults in the same household to login.
2. **IF YOU HAVE LOGGED IN AND/OR HAVE YOUR PASSWORD FROM LAST YEAR...** Open your browser and type www.plusportals.com/brls in the address bar. Don’t forget the “s” on portals and the letters brls at the end.
3. Your login is the email address you have given to the school; do not attempt to change your login. Your password is whatever you chose when you completed number 1 above. Write down your password so you can remember it.
4. You will now be “in” the website. Click on your child’s photo from last year. If you don’t see your child’s photo, click on the icon where the photo would normally appear. Click once and be patient. Sometimes the website moves slowly. If your child’s photo is not there or is from last year, we will be adding and changing photos in the near future when students take their photos for this school year.
5. You will now see your child’s photo (or the icon where the photo would normally appear) on a new “page.” Below your child’s photo and going to the right is a row of words and icons. Click on the word “Classes.”
6. Now you should see the words, “Select Course.” Click on the arrow to open the drop down menu. Scroll down to the word, “Homeroom.” This is the only course parents will need to see for preschool through second grade students. Beginning in third grade there may be information in the other courses (click on them to find out), but the weekly note and other important information will be on the homeroom page no matter what your child’s grade level may be.
7. On the homeroom page scroll down to “Class Announcements” to see more information from your child’s teacher. You probably have received most of this information in emails. It will continue to stay here as a reference source.
8. If your student is in grades 3-8 you can see your child’s grades to date by clicking on the word “Progress” under your child’s photo. If you want to see grades for individual assignments you must first click on your child’s photo. A new page will open and you will see a transcript of your child’s grades to date. If you then click on the square with the arrow in the upper right hand corner of the transcript you will go to a new page that says “Select Course.” Choose a class and click on it and you will be able to see your child’s grades on individual assignments in that class.
9. Explore the website. Click on the other icons/words below your child’s pictures. Click on the words at the top of page. The “Calendar” and the “Directory” may be especially useful for you. Not all of the pages that open will have information. We do not use the discipline or attendance modules at this time.
10. **If you haven’t given permission to post your information in the directory, please do so.** Click on the word “Directory;” then click on the words “Parent Directory” and follow the prompts. Click on the boxes indicating information that you will allow to be published in the directory. If you will allow all of it to be published, click on all the boxes. Remember to click the top box that allows that information to appear in the directory.
11. You will notice that on the login page you can find important forms such as the lunch menu, information about an upcoming charity fund-raiser, the volleyball schedule, a detailed school calendar, and much more without logging in.

PLEASE CHECK THE LOGIN PAGE AND LOG IN AT LEAST ONCE A WEEK (Mondays would be the best day) TO SEE IMPORTANT INFORMATION FROM THE OFFICE AND YOUR CHILD’S TEACHERS.