Provided below are instructions for accessing VBCPS.com from home and instructions for adding the address of https://www.vbcps.com, to your list of allowed web sites within the Internet Explorer pop-up blocker.

1. Once on the vbschools.com Intranet Access (VBCPS.com) page, click on the hyperlink to open the VBCPS.com login screen.

2. At the login screen:
   
a. Select 'I am a teacher/staff member' from the drop down list (as shown below)
b. In the User name field - Enter your network user name
   c. In the Password field - Enter your network password
d. Click the ‘VBCPS Log On’ button
3. Upon successful login, you will see the following screen or a similar screen:

4. Next, add https://www.vbcps.com, to your list of allowed pop ups within Internet Explorer.

**Internet Explorer**

1. Click on Tools, Pop-up Blocker, Pop-up Blocker Settings
2. Enter the address of *.vbcps.com
3. Click Close