**Student Portal Access at Home (or Locations Outside VBCPS Network)**

In order to access Student Portal from home or other locations outside the VBCPS network, students, staff and parents will be prompted to log in to the network through [www.vbcps.com](http://www.vbcps.com).

**Please note** that parents will need to use their child’s login credentials to access Student Portal and other division-supported digital resources.

**Step 1:** Click the Student Portal button found on the school division website’s access page [www.vbschools.com/students/portal.asp](http://www.vbschools.com/students/portal.asp)

**Step 2:** You will be prompted to enter login credentials on [www.vbcps.com](http://www.vbcps.com) to access the VBCPS network and Student Portal.

- The **username** for a student is his/her student ID. A staff member’s username is his/her division login name.
- Enter your **password**.
- Select the appropriate **user role** from the dropdown menu (student or teacher/staff), and click the VBCPS.com Logon button.
Step 3: Once your login credentials have been accepted, you will be prompted to review and accept the school division’s Acceptable Use disclaimer. Click “Continue to VBCPS.”

Step 4: Once you have accessed the VBCPS network, you will be directed to the following Student Portal Access page.