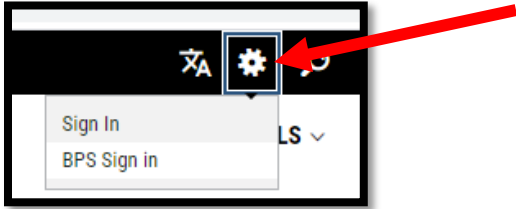
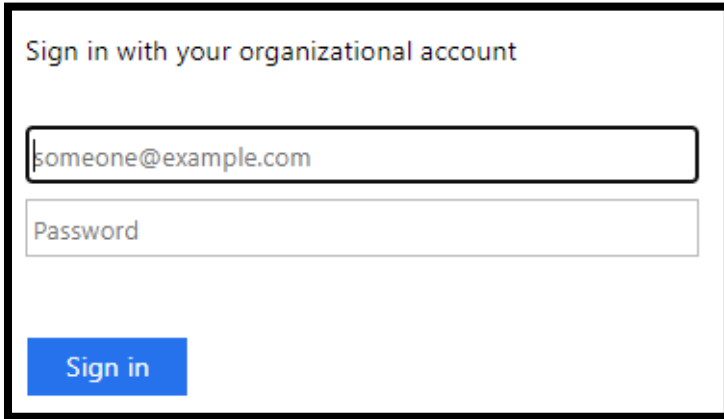


Accounting Services Internal Website (for BPS Employees)

In the upper, right corner of the BPS website, click the gear icon, then click [BPS Sign In](#).



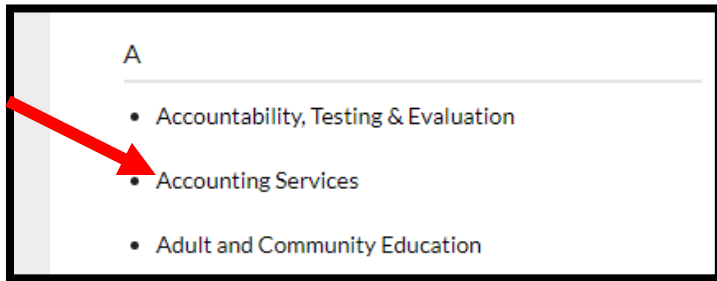
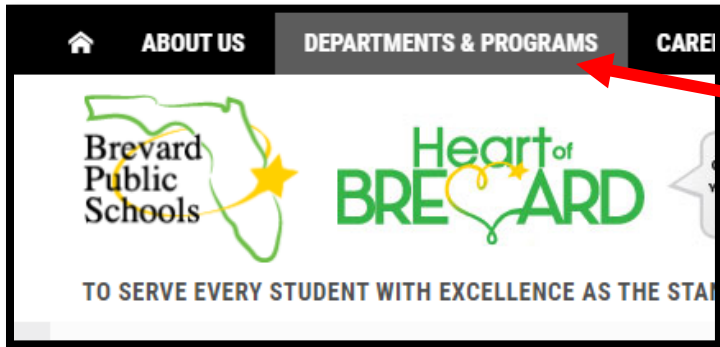
Enter you BPS email address and password, then click [Sign in](#).

A screenshot of a sign-in form. At the top, it says "Sign in with your organizational account". Below this are two input fields: the first contains "someone@example.com" and the second is labeled "Password". At the bottom left of the form is a blue button labeled "Sign in".

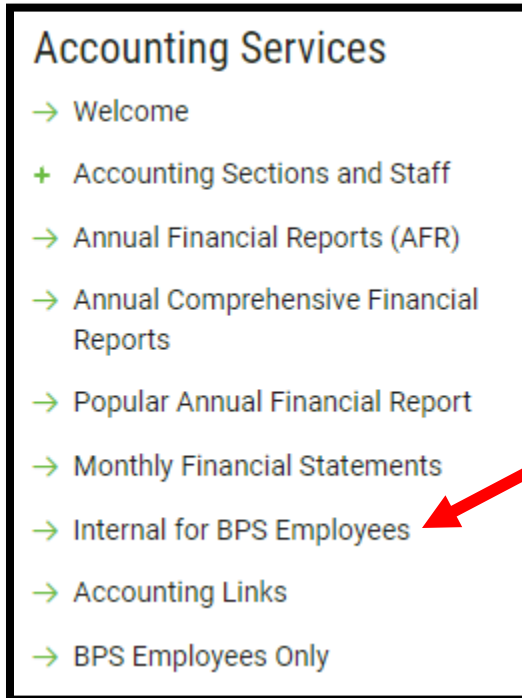
If you get this screen, click the dropdown box and choose [Blackboard School wires website](#), then click [Sign in](#).

A screenshot of a sign-in screen. It says "You are signed in." at the top. Below that is a radio button labeled "Sign in to one of the following sites:". Underneath is a dropdown menu with "auth.overdrive.com" selected. At the bottom left is a blue button labeled "Sign in".A screenshot of the same sign-in screen as above, but with the dropdown menu open. The menu shows three options: "auth.overdrive.com", "Blackboard School wires website" (which is highlighted in blue), and "Blackboard test site".

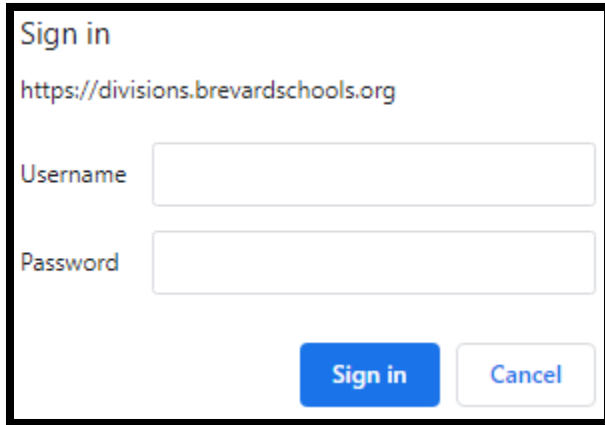
Go to the Accounting Services website: Click [Departments & Programs](#), then click [Accounting Services](#).



From the Accounting Services website, click [Internal for BPS Employees](#).



You will be prompted to enter your BPS Username and Password.



A sign-in form titled "Sign in" for the URL <https://divisions.brevardschools.org>. It contains two input fields: "Username" and "Password". Below the fields are two buttons: a blue "Sign in" button and a white "Cancel" button with a grey border.

Click on the Accounting section you wish to view.

- Accounts Payable
- Grants
- Payroll Services
- Property Control
- Purchasing Cards
- School Accounting
- Treasury
- Accounting Services External
- Recent
- BPS Home

Includes CSAP, travel, and rental cars

You can also go back to the Accounting Services external page.