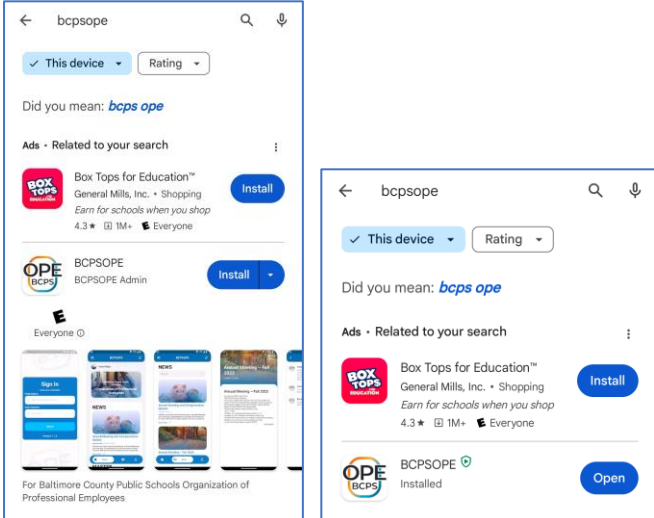


BCPSOPE Mobile App User Guide

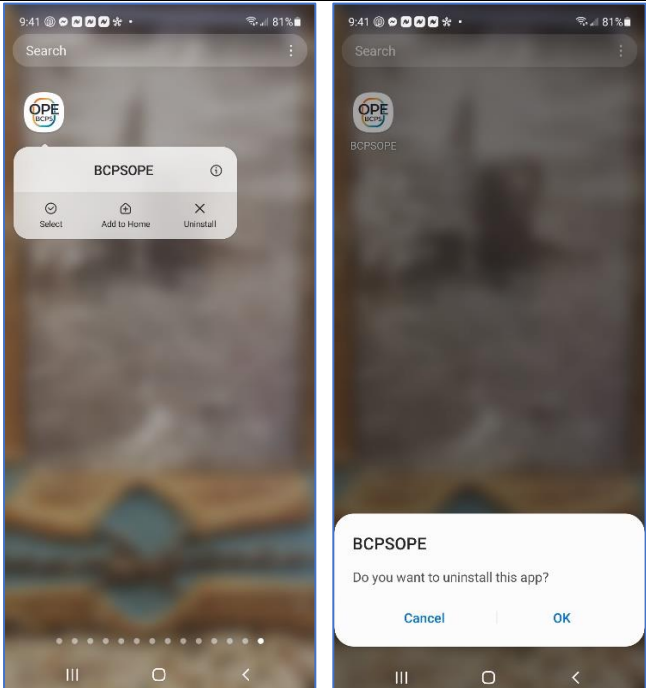
October 2023

Android

Install

<p>Using the Google Play Store, search for BCPSOPE.</p>	
<p>Prompted to accept notifications?</p>	

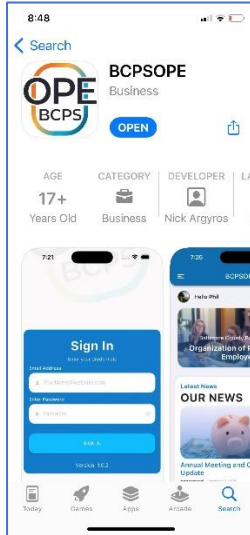
Delete the app

<p>To remove the app from the phone, tap and hold the BCPSOPE icon. Tap Uninstall. Tap OK.</p>	
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iPhone

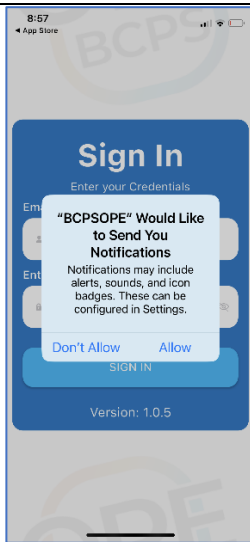
Install

Using the iPhone App Store, search for BCPSOPE. Click Open.



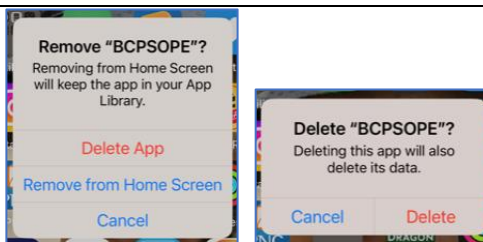
When prompted, allow notifications.

Notifications may be disabled within the BCPSOPE app or in the Notifications section of the iPhone.



Delete the app

To remove the app from the phone, tap and hold the BCPSOPE icon. Select Remove App. Click "Delete App". Click "Delete".

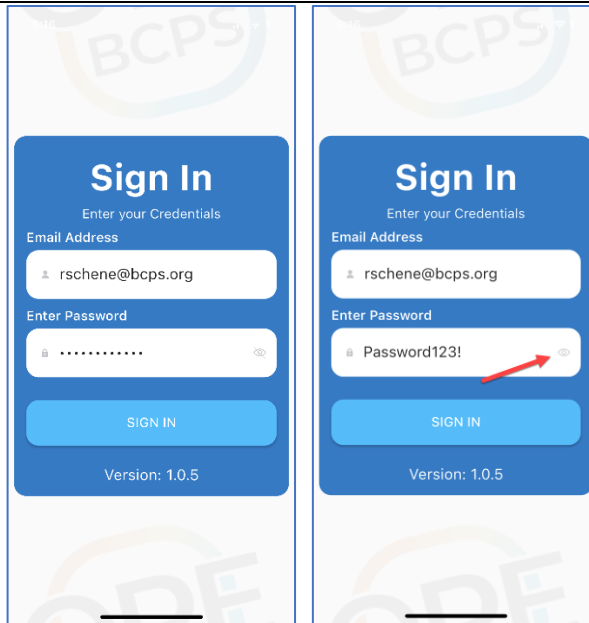


Android and iPhone Sign In

Sign in with your BCPS email address and Password123!

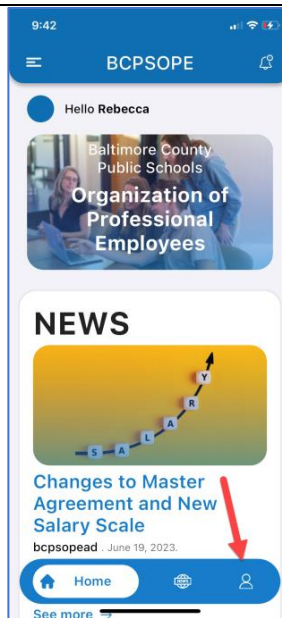
Confirm the password that you have entered by tapping the eyeball icon in the right side of the password field to change the asterisks to characters.

Please use the [Password reset feature](#) in the app to set your own password.

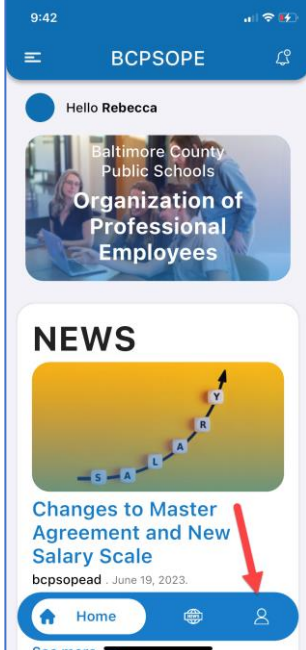
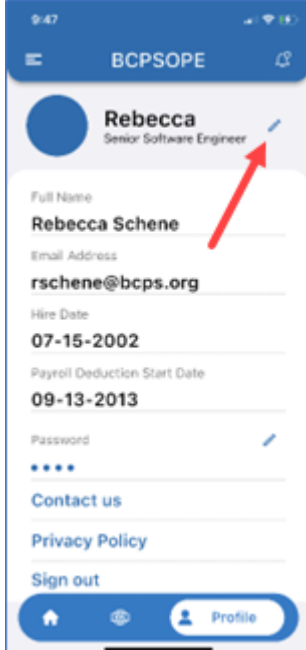


Android and iPhone Profile

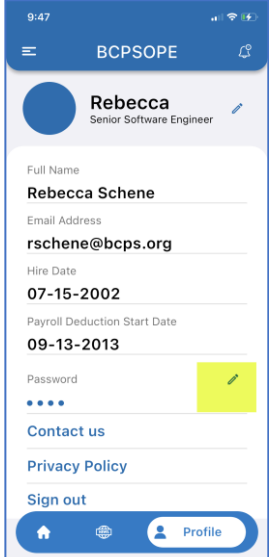
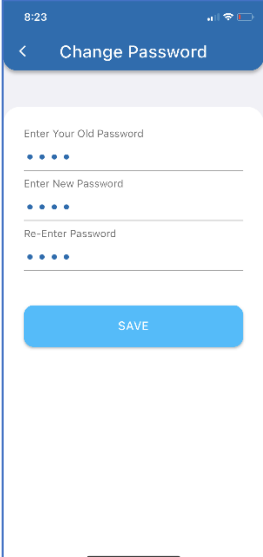
View your profile by tapping the icon in the lower right to access your Profile.



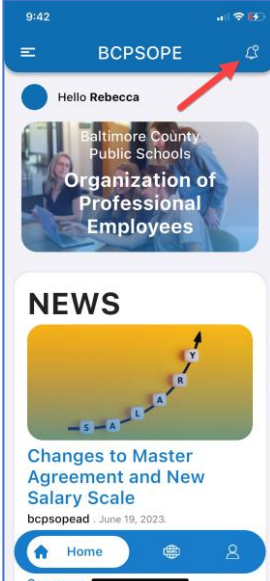
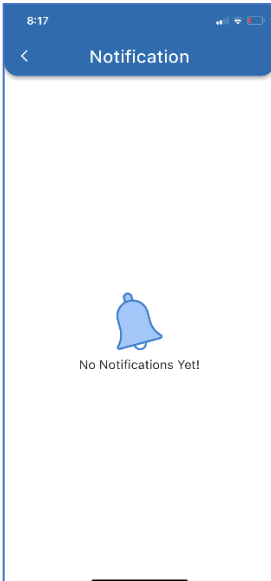
Android and iPhone Profile

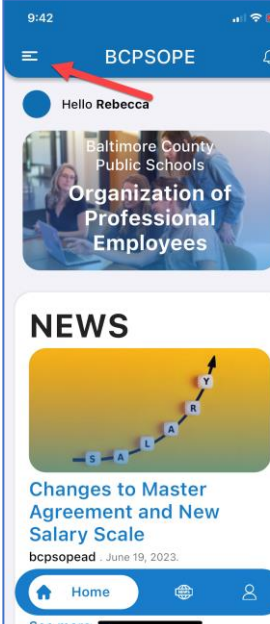
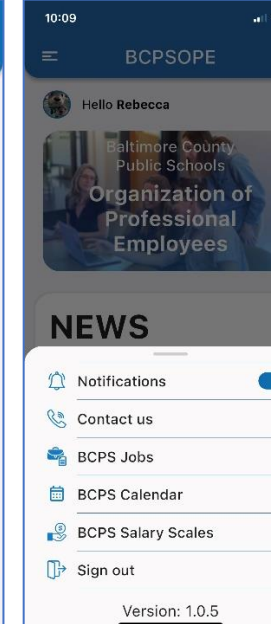
<p>Name or photo can be changed using the Profile feature.</p> <p>Click the pen next to name.</p> <p>Click Save.</p>		
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Android and iPhone Change Password

<p>From your profile page, click on the pen next to Password.</p> <p>Enter the old password and the new password. Click Save.</p> <p>Password should be at least 8 characters, contain letters, at least 1 digit and at least 1 special character.</p>		
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Android and iPhone Notifications

<p>Notifications will appear on the home page of the phone.</p> <p>Historical notifications can be accessed from the icon in the upper right of the app.</p>	 <p>The screenshot shows the BCPSOPE app interface. At the top, there's a blue header with the text 'BCPSOPE' and a notification bell icon on the right. Below the header, there's a greeting 'Hello Rebecca' and a card for 'Baltimore County Public Schools Organization of Professional Employees'. A 'NEWS' section features a yellow background with a line graph and the headline 'Changes to Master Agreement and New Salary Scale' dated June 19, 2023. At the bottom, there's a navigation bar with 'Home', a globe icon, and a user profile icon.</p>	 <p>The screenshot shows a white screen with a blue header containing a back arrow and the text 'Notification'. In the center, there is a blue bell icon and the text 'No Notifications Yet!'.</p>
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<p>Notifications may be disabled within the BCPSOPE app or in the Notifications section of the iPhone.</p> <p>Click on the menu in the upper left.</p> <p>Toggle the Notifications to receive or disable notifications.</p> <p>Sign out and other links may be accessed from the menu in the upper left.</p>	 <p>The screenshot shows the BCPSOPE app interface. A red arrow points to the menu icon (three horizontal lines) in the top left corner. The rest of the screen is identical to the previous screenshot, showing the app header, greeting, organization card, news section, and navigation bar.</p>	 <p>The screenshot shows the BCPSOPE app menu. The menu is open, showing a list of options: 'Notifications' (with a toggle switch turned on), 'Contact us', 'BCPS Jobs', 'BCPS Calendar', 'BCPS Salary Scales', and 'Sign out'. The version number 'Version: 1.0.5' is displayed at the bottom.</p>
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Need Help? Submit a [request for support](#).