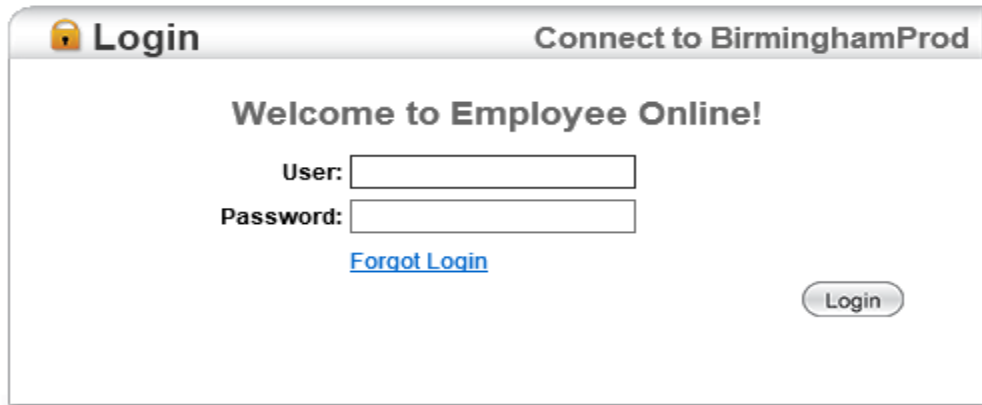


## BUSINESS PLUS EMPLOYEE PORTAL INSTRUCTIONS

Using Internet Explorer as the browser, reach the **Business Plus Employee Portal** through STAFF ONLY LINKS on the BPS District website, OR enter the following web address: <https://birmingham.mipeer.org>

You should see a box like this:



**Login** Connect to BirminghamProd

**Welcome to Employee Online!**

User:

Password:

[Forgot Login](#)

Login

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### INITIAL ACCOUNT SETUP:

Your User is your Employee ID, which begins with the letter **E**, followed by six digits (Example: E011123)

### Security/Password Requirements – All Users

- All passwords will be at least 12 characters in length
- Use of numbers in the password will be allowed but not required
- Use of special characters will be allowed but not required. No spaces are allowed.
- Passwords will not expire
- Passwords may be changed by the user on demand
- The current password self-service will remain but the auto-generated password will be altered to create a 12 character randomly generated password
- Passwords will be case sensitive
- User's account will lock after 3 failed attempts to login
- Password Timeout - How long the ID is allowed to stay logged in regardless of activity = 30 minutes
- Inactivity Timeout = 5 minutes

## **FORGOT YOUR USER ID**

If you forgot your USER, Click on [Forgot User ID](#)


**BusinessPLUS Login**



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**Forgot Your User ID?**

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If you have forgotten your Business Plus User ID, enter your Email address below. Your User ID will be emailed to the email address associated with your account.

**Email:**  

 **Back**  **Help**

Enter your email address associated with your Employee Online Account, click Submit, and the User ID will be emailed to you. The password will not reset at this point.

## **FORGOT YOUR PASSWORD**

If you forgot your PASSWORD, Click on [Forgot Password](#)


**Employee Online Login**



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**Forgot Your Password?**

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If you have forgotten your password, enter your User ID below. A temporary password will be emailed to the email address associated with your account. You will be prompted to change this temporary password upon next login.

**User ID:**  

 **Back**  **Help**

Enter the USER ID, click Submit, and an email will be sent to the email address associated with your account. You will be prompted to change the password upon login.

If your account is locked or inactivated please call Oakland Schools Service Desk:  
Phone: 248-209-2060 or Email: [oshelpdesk@oakland.k12.mi.us](mailto:oshelpdesk@oakland.k12.mi.us)