

## Parent/Guardian Guide for Using the Summer Reading Online Log

1. Access the Summer Reading Online Log through the link on our website, [www.bcpl.org](http://www.bcpl.org), or your school's website.
2. Click on the "**K-12 gr**" tab at the top of the page to view the Youth Program site.
3. Sign into your child's account.
  - a. User Name: **firstname.lastname[#]** (*If there is more than one student with the same first and last name, a number has been added to their user name.*)
    - i. Examples: john.smith, john.smith1, john.smith2, etc.
  - b. Password: **4-digit school login password or lunch code** (*This password will only work for your student.*)
  - c. If you are logging in with the correct password and you receive an "Incorrect 'Password'" message, there may be another child with the same first and last name. Try your child's user name with an added number. Continue to increase the number until you reach the correct one.
4. If you would like to add more family member accounts under your child's login, click "**Add Family Member**" and follow the prompts to register additional **Adults, K-12 graders, or 0-4 yr. olds**.
  - a. You can access these accounts by using the child's login and then selecting them from the "**Manage**" dropdown.
5. Click on the "**My Log**" button to input the minutes read into the blank field.
6. Click the "**Save**" button.
7. Click "**Back**" to return to your Home Page.