



be@school

How to Request a BASIL Account

The be@school mission is to increase school attendance and improve community connections across Hennepin County through a collaborative early intervention providing education and support services to school-age youth and their families.

How to Request a BASIL Account

- Welcome to the be@school program Online Training - How to Request a BASIL Account.
- To submit truancy referrals and reports to the Hennepin County Attorney's Office, you must be able to access the BASIL system.
- If you don't have a BASIL account currently, the following instructions outline how to request one.

How to Request a BASIL Account

- First, logon to BASIL at <https://basil.co.hennepin.mn.us/Login.aspx>
- You may want to keep this page as a favorite as you will come back to this page to log in.
- New users, click on “Request an Account”.
- Please fill in all the boxes. This ensures correct information for you and makes processing your account faster.

How to Request a BASIL Account

Hennepin County, Minnesota
working for you
Home

BASIL — Hennepin County Attorney's Office
be@school Information Link

Email Address:

Password:

Remember my Email Address on this Computer

9/27/2012

www.be-at-school.org
Email: be.at.school@co.hennepin.mn.us
be@school Phone Line: 612-348-6041

How to Request a BASIL Account

- Once you have filled in all boxes, select the school(s) you need access to. These are the schools where you work and will be reporting truant students. *(All accounts requested are researched and may be rejected if they cannot be confirmed.)*
- The schools are arranged by school district.
- Select school(s) by clicking on the empty box. Once selected, a green check mark appears. This indicates the school has been selected.

How to Request a BASIL Account

Hennepin County, Minnesota

Hennepin *working for you*

Home

This website is meant for school staff in Hennepin County to submit and track PGM Referrals and Education Neglect/Truancy Reports. If you are a school staff member and need access to this website, please fill out the form below and your account will be processed for approval. If the school you need access to is not listed please contact us by phone at 612-348-6041 or by email.

First Name: *

Last Name: *

Job Title:

Phone Number: *

Email Address: *

School(s) You Are Associated With: *

- Anoka-Hennepin - Anoka High School
- Anoka-Hennepin - Anoka Middle School for the Arts- Fred Moore Campus
- Anoka-Hennepin - Anoka Middle School for the Arts- Washington Campus
- Anoka-Hennepin - Champlin Park High School
- Anoka-Hennepin - Champlin-Brooklyn Park Academy for Math & Environmental Science
- Anoka-Hennepin - COMPASS Programs

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- Anoka-Hennepin - Anoka Middle School for the Arts- Fred Moore Campus
- Anoka-Hennepin - Anoka Middle School for the Arts- Washington Campus
- Anoka-Hennepin - Champlin Park High School
- Anoka-Hennepin - Champlin-Brooklyn Park Academy for Math & Environmental Science
- Anoka-Hennepin - COMPASS Programs

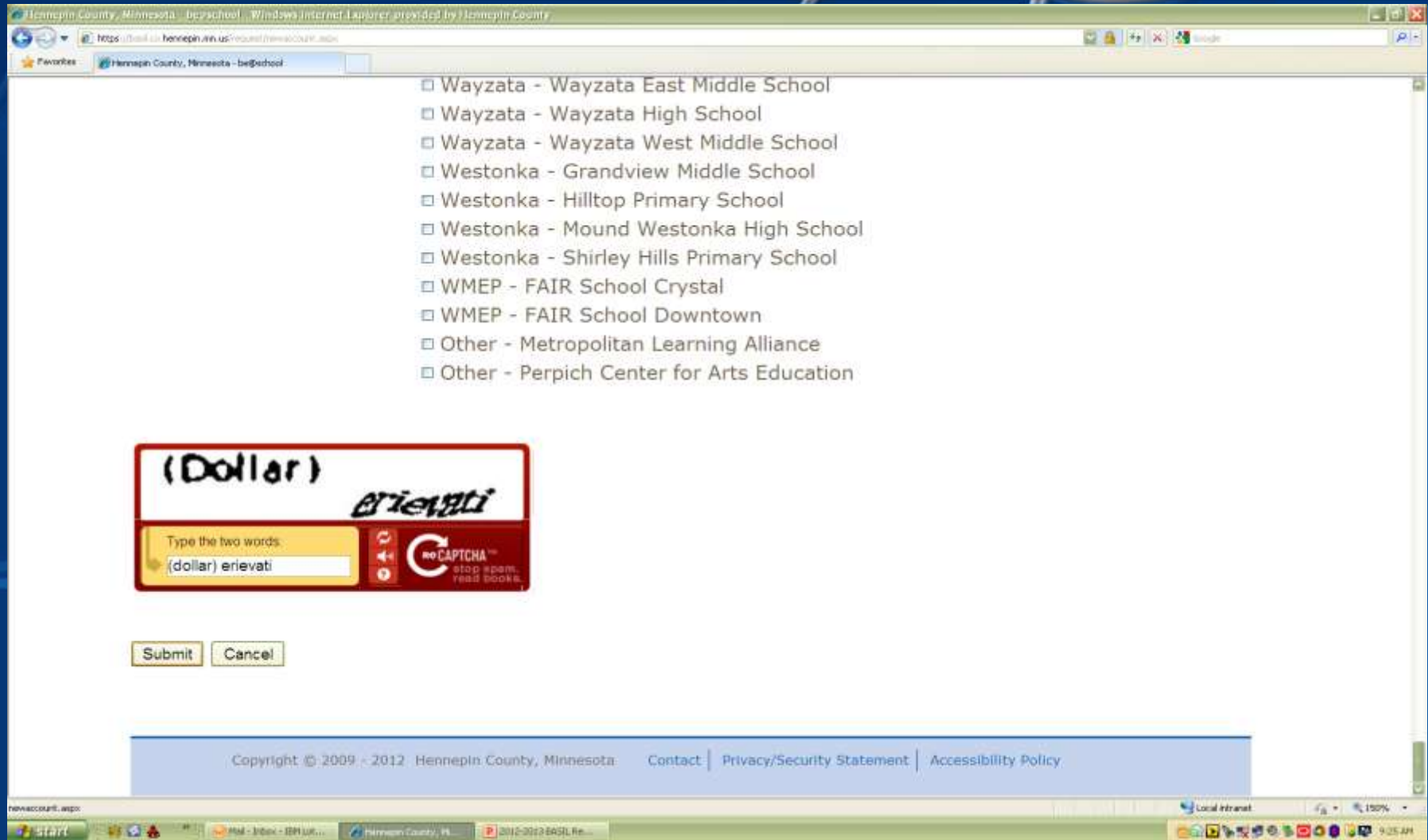
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How to Request a BASIL Account

- Once you have selected the necessary school(s), scroll to the very bottom of the page.
- You will need to fill in the security words before submitting. If you are unable to read the words, you may click on the rotating arrows to receive new words.
- Once you have typed in the correct security words, click Submit.

How to Request a BASIL Account



The screenshot shows a web browser window with the following content:

- Address bar: <https://be.at-school.hennepin.mn.us/request/newBASIC2012.asp>
- Page title: Hennepin County, Minnesota - be@school
- Form content:
 - List of schools with checkboxes:
 - Wayzata - Wayzata East Middle School
 - Wayzata - Wayzata High School
 - Wayzata - Wayzata West Middle School
 - Westonka - Grandview Middle School
 - Westonka - Hilltop Primary School
 - Westonka - Mound Westonka High School
 - Westonka - Shirley Hills Primary School
 - WMEP - FAIR School Crystal
 - WMEP - FAIR School Downtown
 - Other - Metropolitan Learning Alliance
 - Other - Perpich Center for Arts Education
 - CAPTCHA verification:
 - Image showing the words "(Dollar)" and "erlevati" with a "no CAPTCHA" logo.
 - Text input field containing "(dollar) erlevati".
 - Buttons: "Submit" and "Cancel".
- Footer:
 - Copyright © 2009 - 2012 Hennepin County, Minnesota
 - Links: [Contact](#), [Privacy/Security Statement](#), [Accessibility Policy](#)

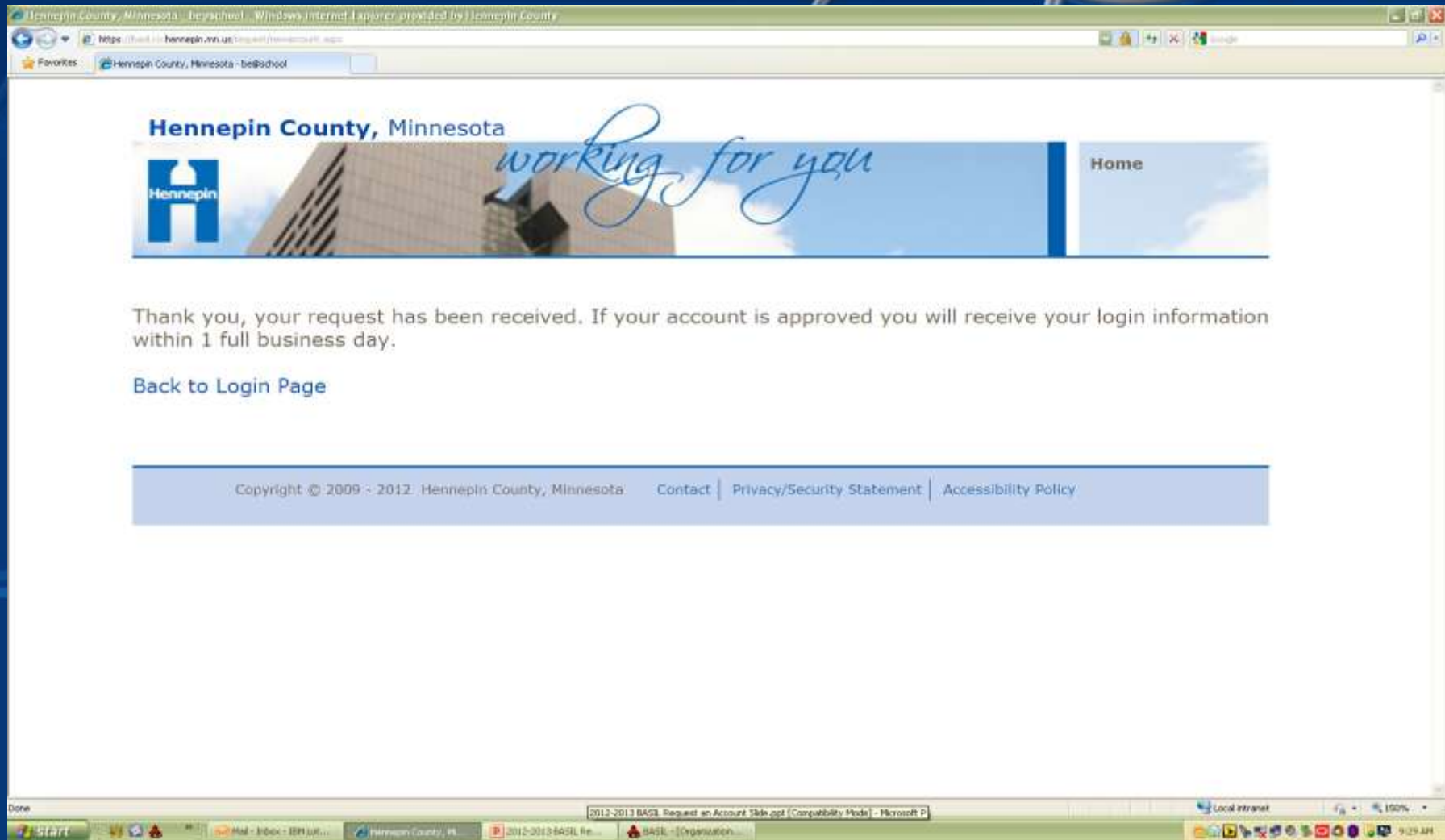
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How to Request a BASIL Account

- You will know your request has been sent to the Hennepin County Attorney's Office for processing once you see the following message.

How to Request a BASIL Account



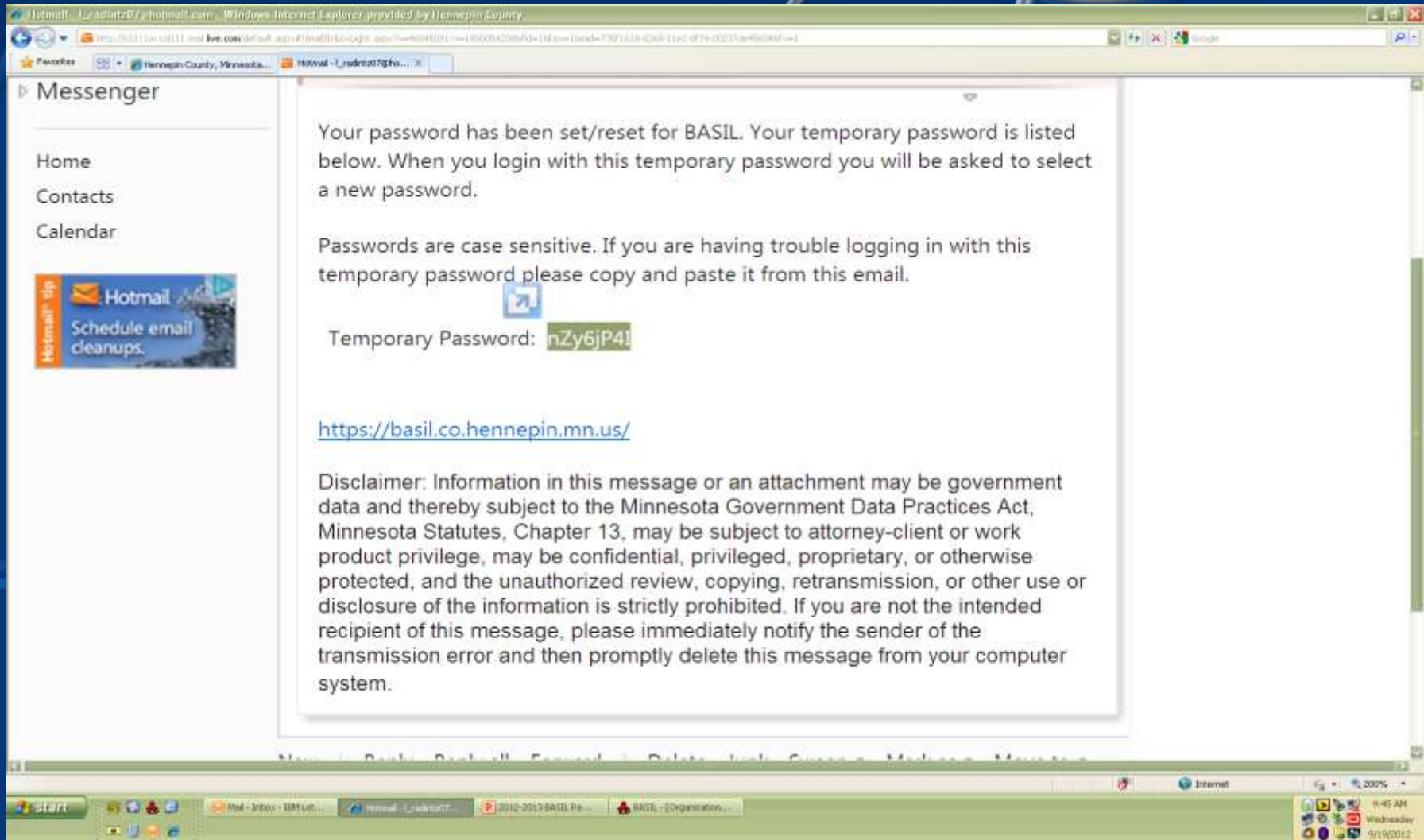
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How to Request a BASIL Account

- It takes one to two business days to process account requests.
- Once an account has been accepted by the Hennepin County Attorney's Office, a temporary password will be sent to the email address provided.

How to Request a BASIL Account



How to Request a BASIL Account

- Return to the main log in page at <http://www.hennepinattorney.org/be@school>
- Enter your complete email address
- Type in, or cut and paste your temporary password into the Password box.
- Click “Logon”

How to Request a BASIL Account

Hennepin County, Minnesota
working for you

Home

BASIL — Hennepin County Attorney's Office
be@school Information Link

Email Address:

Password:

Remember my Email Address on this Computer

[I Forgot My Password](#)

[Request an Account](#)

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How to Request a BASIL Account

- Once logged on, you will see the page as illustrated below.
- You will be asked to change your password.
- Passwords must contain at least one letter and one number to be accepted by BASIL.
- Choose a password you will remember or document the password in a safe place.

How to Request a BASIL Account

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Home

Your be@school password has expired and must be changed.

You new password must be at least 7 characters long, must contain at least 1 number, must contain at least 1 letter, and cannot equal any your previous 3 passwords. Passwords are case sensitive.

New password:

Confirm New password:

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Local intranet 150% 9:47 AM Wednesday 9/19/2012

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How to Request a BASIL Account

- The BASIL bulletin board (blue box as illustrated below) announces information from the be@school program.
- You can find referrals for your school(s), as well as a calendar of upcoming meetings.
- This is where you make referrals and reports of unexcused absences to the Hennepin County Attorney's Office.

How to Request a BASIL Account



Hennepin County be@school - Windows Internet Explorer provided by Hennepin County

https://basil.co.hennepin.mn.us/education/subscribers/login

Favorites: Hennepin County be@school

BASIL

Hennepin County Attorney's Office
be@school Information Link

Main Menu | List/Search | Meeting Calendar | New Referral | View School Info | Jane Doe | Log Out

BASIL Training Academy

News

Every day. On time. be@school

The be@school mission is to increase school attendance and improve community connections across Hennepin County through a collaborative early intervention providing education and support services to school-age youth and their families.

For further information regarding Educational Neglect & Truancy Reporting:

Call the be@school line at: 612-348-6041 or

Find us on Facebook
[facebook.com/be.at.school.hennepin](https://www.facebook.com/be.at.school.hennepin)

On the web
www.be-at-school.org

To subscribe to the be@school newsletter, sign up at:
<https://public.govdelivery.com/accounts/MNHENNE/subscriber/qualify>

[Add a new Referral](#)

Done

start | Mail - Inbox - 2881 un... | Hennepin County be... | 2012-2013 BASIL Re... | Local intranet | 125% | 9:48 AM Wednesday 9/19/2012

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How to Request a BASIL Account

If you have questions regarding BASIL, please contact the Hennepin County Attorney's Office be@school program at (612) 348-6041.

Thank you for viewing How to Request a BASIL Account!

**For instructions on how to submit a referral, see "How to Submit a PGM Referral".*

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CREDITS

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