

# How to Access the Intranet

To access the Intranet, you must login and set up your password (upon first-time access).

1. Go to the SBCEO website – <https://www.sbceo.org>
2. Click on the **User Options** link at the top right. The dropdown menu will have a **Sign In** link.



3. You will be brought to a screen like the one below. Enter your user name. In most cases your user name will be first initial last name as shown in the example (without any spaces.)



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ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

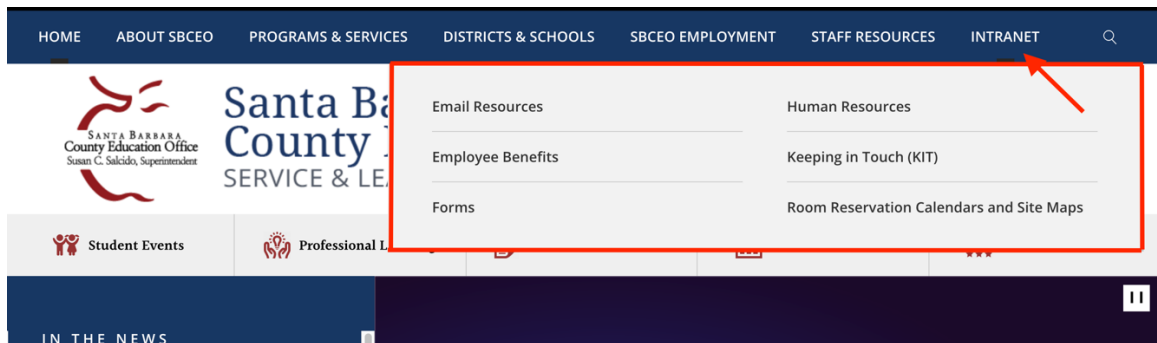
\* User Name:

\* Password:

Sign In

Forgot My Password

4. The first time you sign in, click “**FORGOT MY PASSWORD**” and the system will send you a notice to reset your password. Once you receive that notice and set your password. You can simply login.
5. Once you are logged in, hover over Intranet on the top blue navigation bar. Click on one of the dropdown menu items or click the Intranet link. To go directly to the log in page, go the <https://www.sbceo.org/intranet>.



6. If you have questions on the intranet or website overall, please contact [webmaster@sbceo.org](mailto:webmaster@sbceo.org).