

Technology Services Department

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NCEdCloud: CLAIM STUDENT ACCOUNT

Created By: Technology Services

Home Base applications will be accessed with a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- SchoolNet

To claim your NCEdCloud (IAM) Account please follow the steps outlined below.

1. Using Google Chrome visit Student Start up page and click "IAM Login" or type <http://my.ncedcloud.org>

The NCEdCloud IAM login page. It has a header with the NCEdCloud IAM logo and a note: "Do NOT bookmark this page." Below is a login form with fields for "NCEdCloud" (a dropdown menu), "NCEdCloud Username", and "Password", followed by a "Login" button. Below the login fields are links for "Forgot My Username", "Forgot My Password", and "Claim My Account". The "Claim My Account" link is circled in orange. At the bottom, it says "For login assistance, please contact your local helpdesk" and "powered by IDENTITY AUTOMATION".

2. Click **Claim My Account**.

The RAPIDIDENTITY Claim Account Policies page. It has a header with the RAPIDIDENTITY logo and a section titled "Claim Account Policies". Below this is a "Choose a policy" section with a dropdown menu. The dropdown menu is open, showing "LEA Employee Claim Policy" and "LEA Student Claim Policy". The "LEA Student Claim Policy" is highlighted in blue. Below the dropdown menu is a "Next" button. At the bottom, it says "Powered by Identity Automation".

3. Select **LEA Student Claim Policy**.
4. Click **Next**

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5. Enter the required information.
 - Pupil Number is your **Student ID** number assigned from PowerSchool
 - Enter grade for 2015-2016 School Year
 - Follow the required format for Birthdate[**YearMonthDay**]
 - LEA/Charter Code is **900**
6. Click I am not a robot, if prompted, follow the instructions on the next page that appears (e.g., Select all images with salad.) and click **Verify**.
7. **Click Next**

The screenshot shows the 'RAPIDIDENTITY' Step 1 registration form. It asks the user to 'Answer the following questions to claim your account:'. The form includes four input fields: 'Student UID: *', 'Grade [6-13]: *', 'Birthdate [YYYYMMDD] e.g. 20020427: *', and 'LEA / Charter Code e.g. 012, 04H, 555: *'. Below these fields is a reCAPTCHA 'I'm not a robot' checkbox and a 'Next' button with a right arrow. The footer says 'Powered by Identity Automation'.

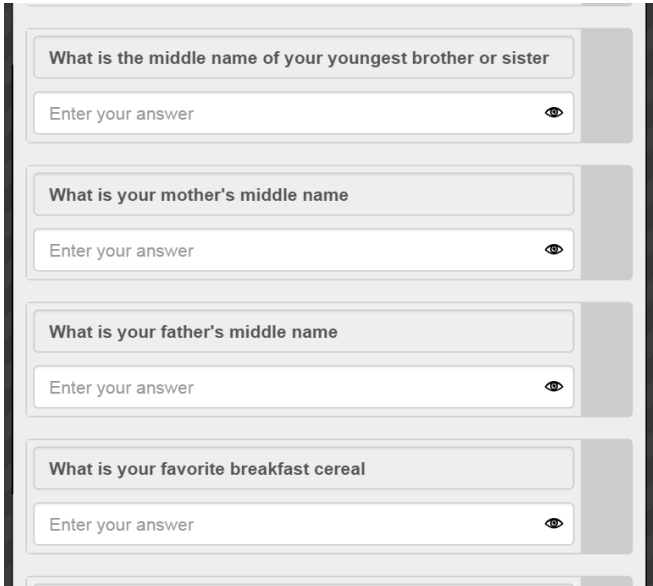
8. Create a new password and verify.
 - a. Note: You must type your password once on each line to ensure your passwords match.
 - b. Use your school assigned complex password that ends with birthday year and initials.

The screenshot shows the password creation form. It has a note at the top: '- Starts or ends with ! (exclamation point)'. There are two input fields: 'New Password' and 'Verify Password', each with a toggle icon to the right. Below these fields is a 'Next' button with a right arrow. The footer says 'Powered by Identity Automation'.

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9. Click Next

A screenshot of a web form for security questions. It contains four questions, each with a text input field and a toggle icon (an eye with a slash) to the right. The questions are: 'What is the middle name of your youngest brother or sister', 'What is your mother's middle name', 'What is your father's middle name', and 'What is your favorite breakfast cereal'. Each input field has the placeholder text 'Enter your answer'.

10. Answer **at least 5** of the security questions
These questions will be used in the event you forget your password.

11. Click **Next**
A confirmation page is displayed

11. Close the window. You may now log into the NCEdCloud system by visiting <http://my.ncedcloud.org> and use your student number and assigned password to access Canvas, PowerSchool or SchoolNet.