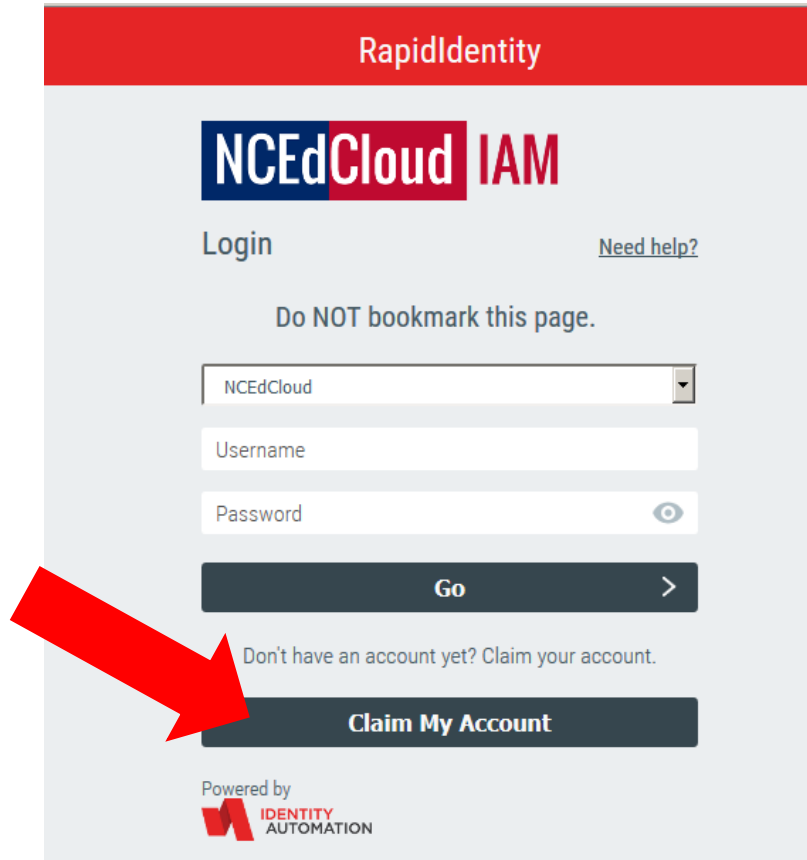


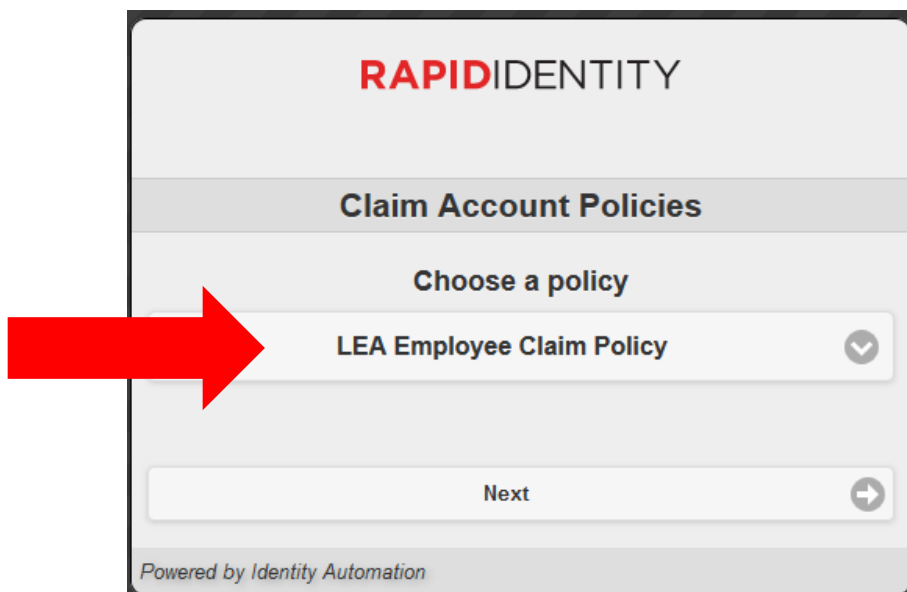
## Claiming Student Accounts in NC IAM

1. Students go to **my.ncedcloud.org** and click on **Claim My Account**.



The screenshot shows the RapidIdentity login interface. At the top is a red header with the text "RapidIdentity". Below it is the "NCEdCloud IAM" logo. The page includes a "Login" section with a "Need help?" link. A warning message states "Do NOT bookmark this page." There are three input fields: a dropdown menu currently set to "NCEdCloud", a "Username" field, and a "Password" field with a toggle icon. A dark "Go" button with a right arrow is positioned below the fields. Below the "Go" button, there is a link that says "Don't have an account yet? Claim your account." and a prominent dark "Claim My Account" button. A large red arrow points from the left towards the "Claim My Account" button. At the bottom left, it says "Powered by IDENTITY AUTOMATION" with a logo.

2. Click on the drop-down box labeled **LEA Employee Claim Policy** and change it to **LEA Student Claim Policy**. Click **Next**.



The screenshot shows the "RapidIdentity" "Claim Account Policies" screen. The title "RapidIdentity" is at the top in red. Below it is a grey header with the text "Claim Account Policies". The main heading is "Choose a policy". There is a dropdown menu currently displaying "LEA Employee Claim Policy" with a downward arrow icon. A large red arrow points from the left towards this dropdown menu. Below the dropdown is a "Next" button with a right arrow icon. At the bottom left, it says "Powered by Identity Automation".

3. Enter **Student ID** in UID field, **Grade** (09, 10, 11, 12), **Birthdate** (year, month, day), LEA Code (**130**) and fill in the verification text. Click **Next**.

The image shows a mobile application interface for 'RAPIDIDENTITY'. The screen is titled 'Step 1' and asks the user to 'Answer the following questions to claim your account:'. There are four input fields, each with a red arrow pointing to it from the left. The first field is 'Student UID: \*' with the value '12345678'. The second is 'Grade [6-13]: \*' with the value '09'. The third is 'Birthdate [YYYYMMDD] e.g. 20020427: \*' with the value '20000603'. The fourth is 'LEA / Charter Code e.g. 012, 04H, 555: \*' with the value '130'. Below these fields is a reCAPTCHA verification area with a red border, containing two images: 'Work' and 'CAR'. Below the images is a text input field with the placeholder 'Type the text', a 'Privacy & Terms' link, and the reCAPTCHA logo. At the bottom of the screen is a 'Next' button with a right-pointing arrow.

4. Create a password that you will remember. Make sure it meets the requirements. Click **Next**.

**RAPIDIDENTITY**

**Step 2**

**Update Your Password**

**Secondary Student Password Policy**

Password must be between 8 and 16 characters long.

The password must contain the following:

- Minimum of one uppercase character
- Minimum of one lowercase character
- Minimum of one numeric digit

Password must \*not\* contain:

- Username
- First name
- Last name
- Spaces
- Starts or ends with ! (exclamation point)

New Password

Verify Password

Next

5. Answer **ALL** the security questions. You will answer these if you forget your password. (The directions say to answer 5, but **students should answer ALL 10 questions.**) Click **Next**.

# RAPIDIDENTITY

## Password Change Complete


**Your password was successfully changed. Please do NOT click your browser's back button.**

**Please retain your username for future use:** [REDACTED]


You must answer at least 5 pre-defined Questions.  
Answers must be between 3 and 255 characters each.

**Pre-Defined Questions**


**What is the name of the city-town where your grandparents live?**


**What is the middle name of your oldest brother or sister?**


**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?**

- This concludes the process. **Close out your browser.** IF students get the message below then they have probably already claimed their account. Have them try again to make sure.

