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For further assistance, visit the website: https://docs.ncedcloud.org/docs

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NCEdCloud IAMS How-To Claim Account – Students

The purpose of this document is to provide school based and district level staff with information on claiming and activating your NCEdCloud IAMS account. This is a two-part process.
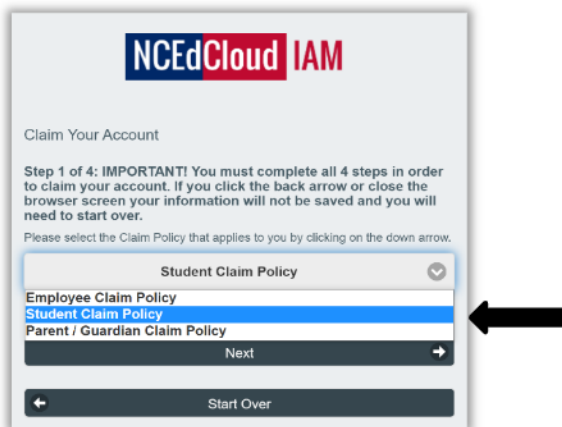
Part 1: Claiming Your Account

- Enter the NCEdCloud web address: **my.ncedcloud.org**
- Once the NCEdCloud IAM Service screen appears, Click on **Claim My Account**

User clicks

"Claim My Account"
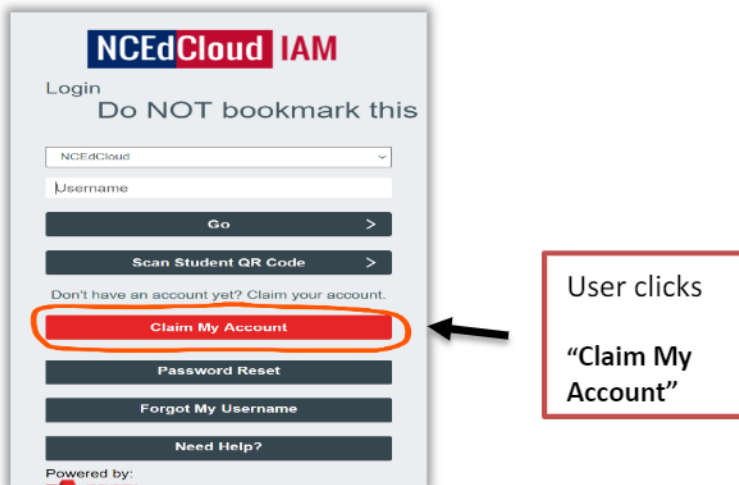
> ## Step 1: Rapid Identity Screen

> - Select "Student Claim Policy" from the dropdown menu
> - Click **Next**

➢ **Step 2**: **Enter your account claim information.**
- o Enter your Employee **Staff UID:** (Which is the same as your State PRID)
- o Enter your **Date of Birth**: Entering the <u>Year first</u>, then the month and date.
- o Enter three-digit **LEA number**: 410
- o Type the text in the ReCaptcha field
- o Click **Next**
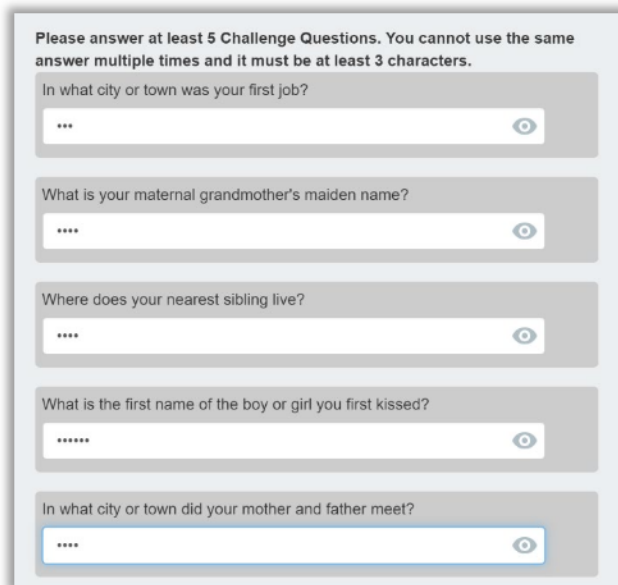

➢ **Step 3: Create your password**
- o Create your password according to the password policy requirements.
- o When your selected password matches for the two fields, the Next button will become available.
- o Click Next.

➢ **Step 4: Create Challenge Questions**

- o Provide responses for the minimum number of challenge questions stated in the instructions.
- o Scroll down to the bottom of the page, click Next when you are ready.

Please answer at least 5 Challenge Questions. You cannot use the same answer multiple times and it must be at least 3 characters.

In what city or town was your first job?

What is your maternal grandmother's maiden name?

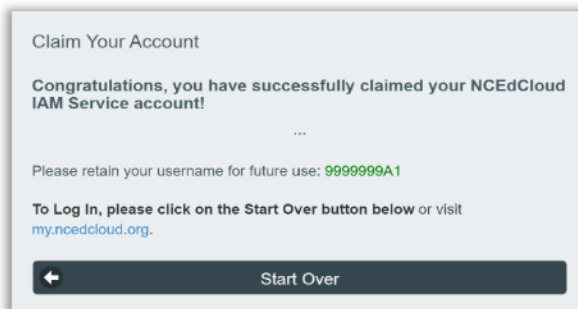Where does your nearest sibling live?

What is the first name of the boy or girl you first kissed?

In what city or town did your mother and father meet?

➤ **Congratulations!**
  - o You should now see a confirmation page for your successfully claimed account, with your username in green.

Claim Your Account

Congratulations, you have successfully claimed your NCEdCloud IAM Service account!

...

Please retain your username for future use: **9999999A1**

To Log In, please click on the Start Over button below or visit my.ncedcloud.org.

← Start Over

Now log into your account; instructions begin on the next page

NCEdCloud IAMS How-To Claim Account – Students

Once your account is successfully claimed, you do not need to claim the account again. You only need to log into your account. Instructions for logging into the account begin on this page.
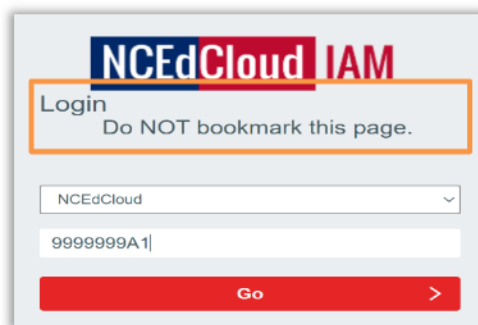
Part II: Logging in to your Account:

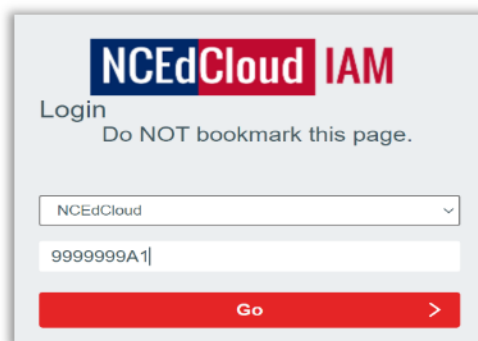Enter the NCEdCloud web address: **my.ncedcloud.org**

If you want to Bookmark the site, DO NOT bookmark the Login Screen where you enter your username and password, but once you get to the Rapid Identity Portal (where your icons show up) you can bookmark THAT page and whenever you want to go to the IAM Service you can click on that bookmark.

So the key points to remember for logging in are:

- **DON'T use** the NCEdCloud **Login Button** on the desktop
- **DO** type **my.ncedcloud.org** into your browser
- **DON'T** bookmark this page.

1. Enter your 10-digit **Username** (StatePrID) in the **NCEdCloud Username** field
2. Click **Go**

3. Enter your **Password** in the **NCEdCloud Password** field
4. Click **Go**

Do Not Save a Password - answer No to the 'want to save password' question.

Once you have logged into the **NCEdCloud**, you will see the Application Module

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➢ To learn more on how to navigate the module, visit the website:
https://docs.ncedcloud.org/docs

     o   Click on the link: What can I do as a student in NCEdCloud? - End Users: Students