

Welcome to the NCEdCloud Identity and Access Management (IAM) Service!

This guide provides information on how to claim your NCEdCloud Account and access additional resources to familiarize yourself with the NCEdCloud IAM Service.

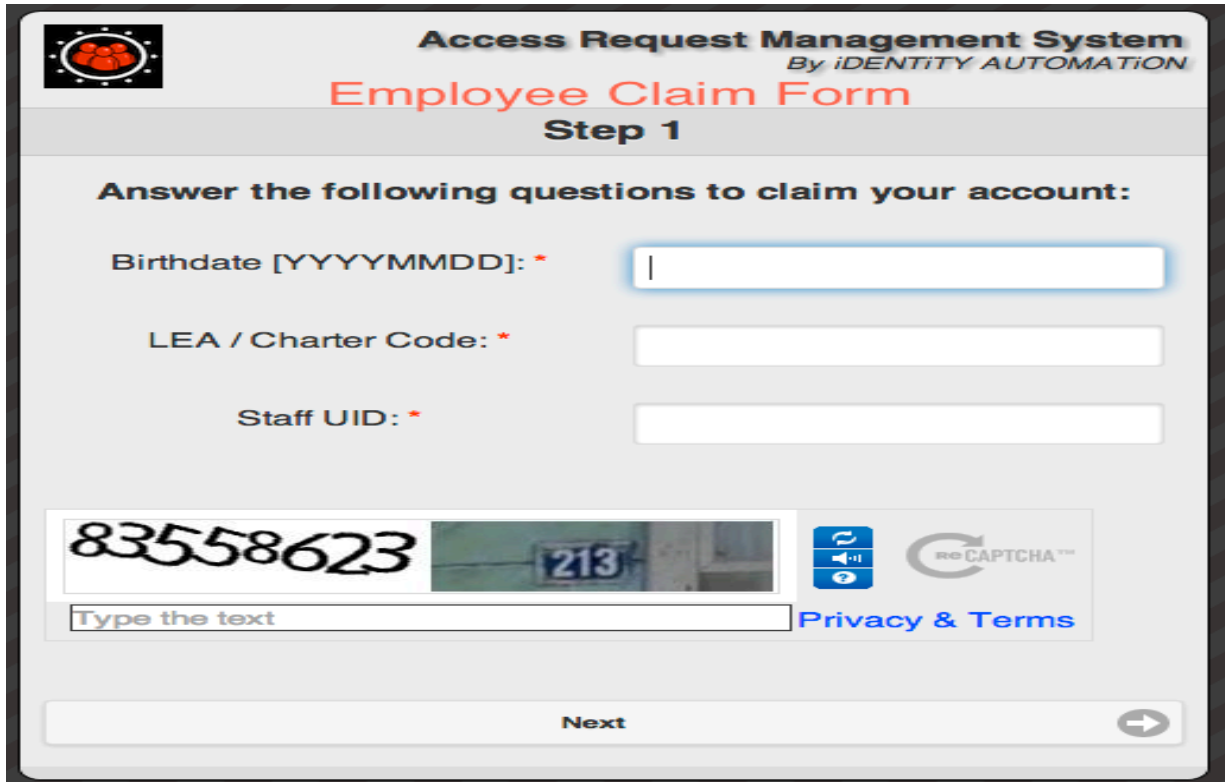
Claim Your Account - Teachers and Staff

All employees need to *Claim their Account*. This involves accessing the IAM Service at the link below, and clicking on the "Claim My Account" button. You can view the [Claim My Account](#) video before going through the process yourself if you wish. **It is VERY IMPORTANT that you DO NOT BOOKMARK the login page you see when you go to the link. If you bookmark this link or try to go directly to the Login Page without accessing my.ncedcloud.org or one of the Cloud Applications first, you will get an error message.**

1. Visit [Claim My Account](#) (at my.ncedcloud.org and click the bottom button for "Claim My Account" and select LEA Employee Claim Policy and click Next.

The image shows two screenshots of the NCEdCloud IAM service interface. The top screenshot is the main login page, featuring the NCEdCloud IAM logo at the top. Below the logo are input fields for 'NCEdCloud Username' and 'Password', followed by a 'Login' button with a right-pointing arrow. Below the login button are three links: 'Forgot My Username', 'Forgot My Password', and 'Claim My Account', each with a right-pointing arrow. A red oval highlights the 'Claim My Account' button, and a red speech bubble with the text 'Click Here' points to it. The bottom screenshot is a pop-up window titled 'Claim Account' with the subtitle 'Access Request Management System By IDENTITY AUTOMATION'. It contains a section 'Claim Account Policies' with the instruction 'Choose a policy'. A dropdown menu is open, showing 'LEA Employee Claim Policy' selected and highlighted in yellow, with a left-pointing arrow next to it. Below the dropdown is a 'Next' button with a left-pointing arrow.

Employees will enter their birthdate, LEA/Charter School Code 530 and State Staff UID number. For most LEAs, the Staff UID is the 10-digit number you have been using to login to PowerSchool. *(Note: Look closely at the Captcha number you need to enter at the bottom and make sure you include the number in the picture if present - e.g. "213" in the example below).*



Access Request Management System
By iIDENTITY AUTOMATION

Employee Claim Form

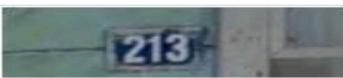



Step 1

Answer the following questions to claim your account:


Birthdate [YYYYMMDD]: *

LEA / Charter Code: *

Staff UID: *

83558623    

Type the text [Privacy & Terms](#)

Next 

Once you submit this form, you will be asked to fill out some Challenge-Response security questions so you will be able reset your password if you forget it.

Next Steps

Once you log in to your NCEdCloud Account, you will be at the "Application Access" tab and will be presented with icons of the Home Base applications and any optional applications or resources your LEA or Charter School has integrated with the IAM Service. You will have access to End User Training videos through the Training Icon:



You will also be able to see your profile information (under "Account Management") as well as have the ability to change or reset your password and Challenge-Response security questions.