Appendix - NCEdCloud Account Claim Instructions - Teacher

WAKE COUNTY
PUBLIC SCHOOL SYSTEM

NCEdCloud: Claim Staff Account

Beginning July 7, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- ☐ Canvas
- ☐ PowerSchool
- ☐ PowerTeacher
- ☐ SchoolNet
- ☐ True North Logic (NCEES)

Locate Your NC UID

1. Visit http://paystub.wcpss.net and log in.

2. Locate your **NC UID** at the top right of the page.

    Note:
    - ☐ Your NC UID will be used to claim your NCEdCloud account credentials.
    - ☐ Your NC UID will become your NCEdCloud username <u>once you have claimed your account.</u>
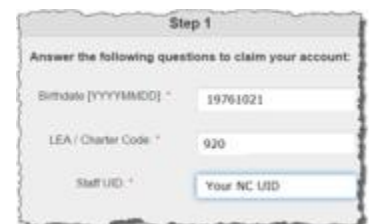
Claim Your NCEdCloud Account

1. **Using Google Chrome or Firefox**, visit http://my.ncedcloud.org .

2. Click **Claim My Account**

3. Select **LEA Employee Claim Policy**.

4. Click **Next**

5. Enter the required information.

    Note:
    - ☐ Follow required format for Birthdate.
    - ☐ LEA/Charter Code is 920.
    - ☐ Staff UID is the NC UID from your paystub.

6. Click **Next**.

7. Create a **new password** and verify.

   Passwords **must**
   - ☐ Be between 8 and 16 characters long
   - ☐ Contain at least one uppercase character
   - ☐ Contain at least one lowercase character
   - ☐ Contain at least one numeric digit

8. Click **Next**.

9. Answer **at least 5** of the security questions.

   Note: These questions will be used in the event you
   forget your password.

10. Click **Next.**

    - ☐ A confirmation page is displayed.

11. **Print** the confirmation page and **save** it in a secure location.

Reminder - Beginning July 7, 2015:

- ☐ Visit http://my.ncedcloud.org to log into Canvas, PowerSchool, PowerTeacher, SchoolNet and True North Logic (NCEES).
- ☐ Use your **NC UID as the username** and use the password you created to access the NCEdCloud single sign-on system.

Resetting Student NCEdCloud Passwords

Secondary students will be able to reset forgotten passwords by clicking "Forgot My Password" on the log in page.

Teachers are able to reset student passwords back to the default passwords. Instructions on how to do this can be found here:

https://docs.ncedcloud.org/doku.php?id=enduser:teacherintro

WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Beginning July 6, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- SchoolNet

Claim Your NCEdCloud (IAM) Account

1. **Using Google Chrome or Firefox**, visit http://my.ncedcloud.org.

2. Click **Claim My Account**

3. Select **LEA Student Claim Policy**.

4. Click **Next**.

5. Enter the required information.

   Note:
   - **Pupil Number** is your **Student ID** number assigned from PowerSchool.

   - Grade [6-13] – Enter student grade for the 2015/16 school year. If account is claimed before July 6th, use the 2014/15 grade level.
   - Follow the required format for Birthdate.
   - LEA/Charter Code is 920.

6. Click **I'm not a robot**.

   Note:
   - If prompted, follow the instructions on the next page that appears (e.g., Select all images with salad.) and click **Verify**.

7.   Click **Next**.

8.   Create a **new password** and verify.

    Note:

•   You must type your password once on each line to ensure your passwords match.

Passwords **must**
- Be between 8 and 16 characters long
- Contain at least one uppercase character
- Contain at least one lowercase character
- Contain at least one numeric digit

9.   Click **Next**.

10.   Answer **at least 5** of the security questions.

    Note:

•   These questions will be used in the event you forget your password.

11.   Click **Next.**

•   A confirmation page is displayed.

12.   **Print** the confirmation page and **save** it in a secure location.

13.   Close the window. You may now log into the NCEdCloud system by visiting http://my.ncedcloud.org.

If additional assistance is needed, let your teacher know so assistance can be provided.

Reminder - Beginning July 6, 2015:

- Visit http://my.ncedcloud.org to log into Canvas, PowerSchool, and SchoolNet.
- Use your **Student ID** and use the password you created to access the NCEdCloud single sign-on system.