

## STUDENT Instructions

### Claiming Your NCEdCloud Account

1. Using Google Chrome or Firefox, go the LRHS homepage, click on the Students tab and then PowerSchool/Homebase.
2. Click "Claim My Account".
3. Follow the instructions.
4. Select LEA Student Claim Policy.
5. Click "Next".
  - Enter the required information. Note: • Pupil Number is your Student ID number assigned from PowerSchool. • Follow the required format for Birthdate. • LEA/Charter Code is 920. Enter the grade level for the 2017-2018 School year.
6. Click "I'm not a robot". Note: • If prompted, follow the instructions on the next page that appear (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 THIS DOES NOT WORK, CLOSE YOUR BROWSER AND CLEAR YOUR SEARCH HISTORY***

### Resetting Your NCEdCloud Account (if you have already created an account)

1. Using Google Chrome or Firefox, go the LRHS homepage, click on the Students tab and then PowerSchool/Homebase.
1. Click "Forgot My Password".
2. Enter your Username---Your Username is your student ID number.
3. Enter the **RECAPTCHA** Information
4. Click "Next" and follow the prompts.