

# Students!

You will be provided a  
username and a password.

The username is your student id number.  
You can not change the password.

# **Students!**

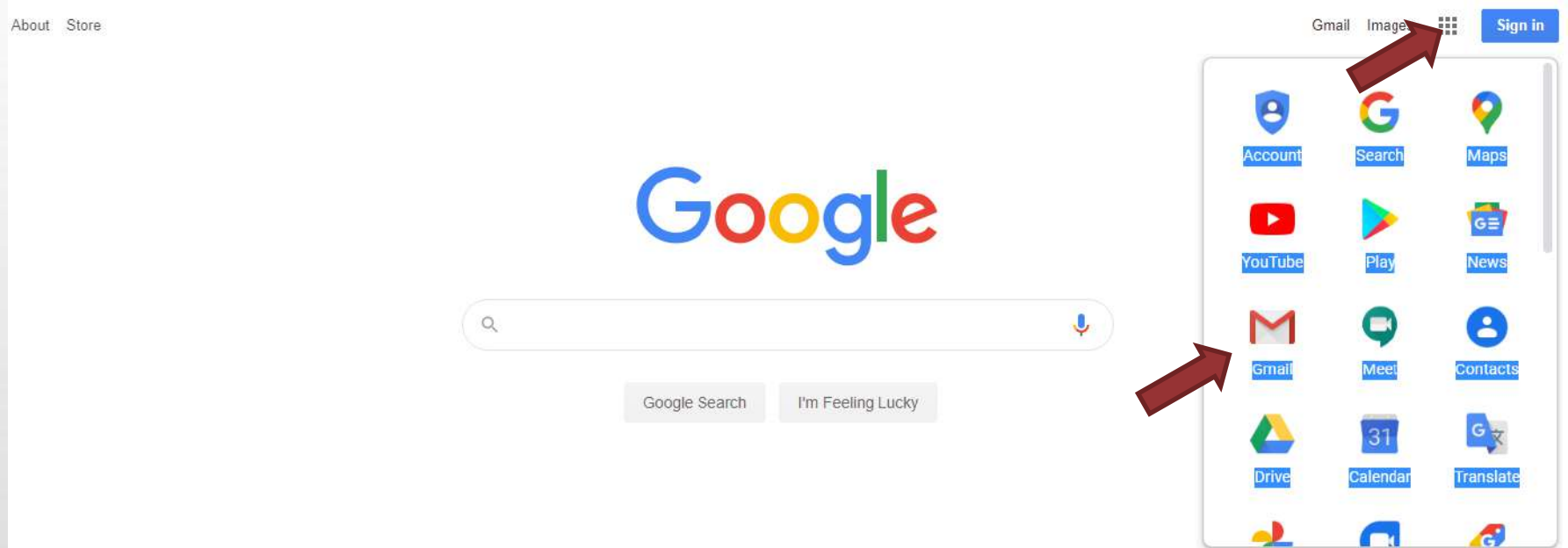
**Every student has access to a UCPS  
student email.**

**You can email any student or  
teacher/counselor/staff member in  
Union County Public Schools.**

**username@student.ucps.k12.nc.us**

(Student id #)

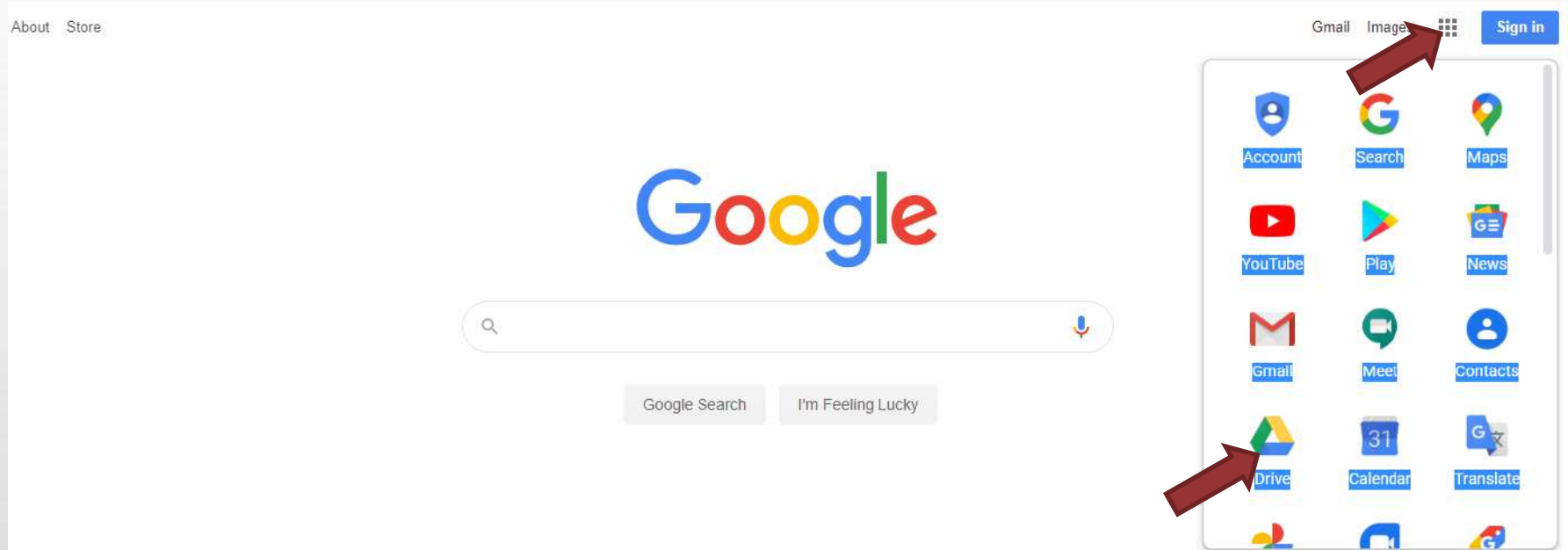
# How to access student email:



**Verify that your student email opens.**

**You should have an email that includes this slide show and a video that will be helpful in the last step: claiming cloud space from [my.ncedcloud.org](https://my.ncedcloud.org) for access to PowerSchool and Canvas.**

# How to access student google drive:



# **How to claim your IAM account...**

**(You have to do this to access Canvas,  
SchoolNet, and PowerSchool)**

# my.ncedcloud.org from your student start-up page



# Choose 'Claim My Account'



The screenshot shows the NCEdCloud IAM login interface. At the top is the NCEdCloud IAM logo. Below it is a warning: "Do NOT bookmark this page." The login form includes a dropdown menu set to "NCEdCloud", input fields for "NCEdCloud Username" and "Password", and a "Login" button. Below the login fields are three links: "Forgot My Username", "Forgot My Password", and "Claim My Account". The "Claim My Account" link is circled in orange. At the bottom, there is a note: "For login assistance, please contact your local helpdesk." and a logo for "powered by IDENTITY AUTOMATION".

NCEdCloud IAM

Do NOT bookmark this page.

NCEdCloud

NCEdCloud Username

Password

Login

Forgot My Username

Forgot My Password

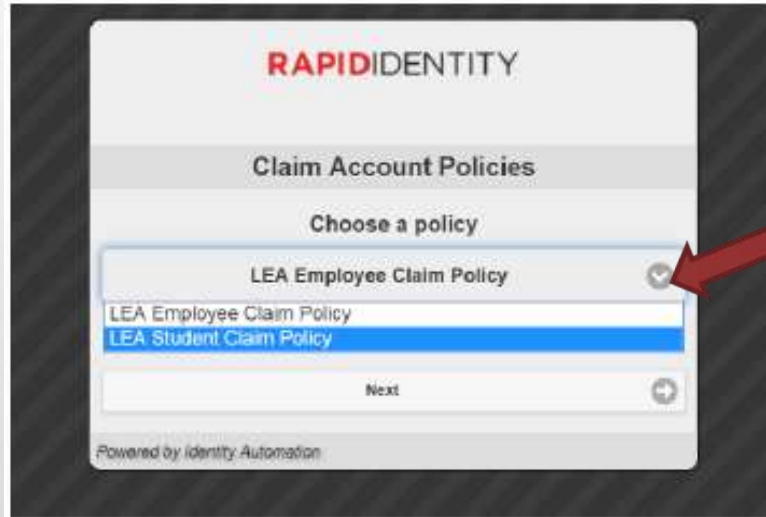
Claim My Account

For login assistance, please contact your local helpdesk.

powered by  
IDENTITY  
AUTOMATION

# Choose 'LEA Student Claim Policy'

Click 'Next'



**RAPIDIDENTITY**

Claim Account Policies

Choose a policy

LEA Employee Claim Policy

LEA Employee Claim Policy

LEA Student Claim Policy

Next

Powered by Identity Automation

@ drop down menu

# Fill out information:

## Click 'Next'

The screenshot shows a web form titled "RAPIDIDENTITY" with a "Step 1" header. Below the header, it says "Answer the following questions to claim your account:". There are three input fields: "Student UID:" with the value "Student ID from PowerSchool", "Grade [6-13]:" with the placeholder "Enter grade", and "Birthdate [YYYYMMDD]" with the placeholder "YYYYMMDD (birthday)". Below these is a field for "LEA / Charter Code" with the value "900". At the bottom, there is a checkbox labeled "I'm not a robot" which is checked, a reCAPTCHA logo, and a "Next" button. The footer says "Powered by Identity Automation".

This is your username.

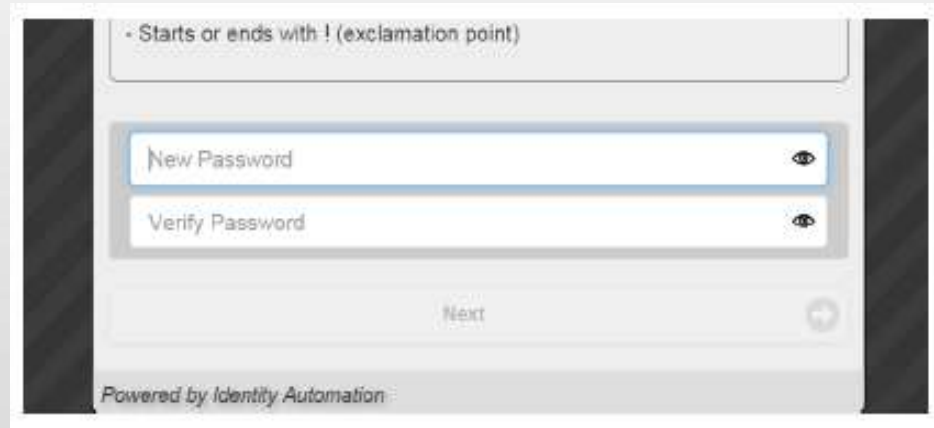
Note the format for your birthdate entry.

900 is our school code

# Enter the computer login password you have been given!

Type in twice to verify

Click 'Next'

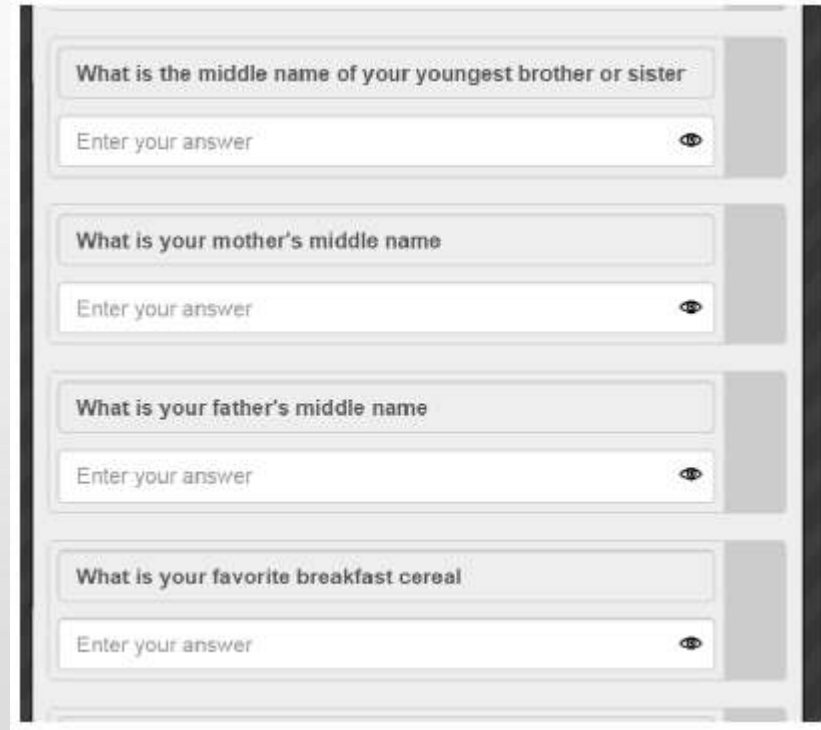


The screenshot shows a password creation form with the following elements:

- A rule indicator at the top: "- Starts or ends with ! (exclamation point)".
- A "New Password" text input field with a blue border and a visibility icon (eye) on the right.
- A "Verify Password" text input field with a white border and a visibility icon (eye) on the right.
- A "Next" button with a right-pointing arrow icon.
- A footer text: "Powered by Identity Automation".

# Select any 5 questions to answer:

Click 'Next'

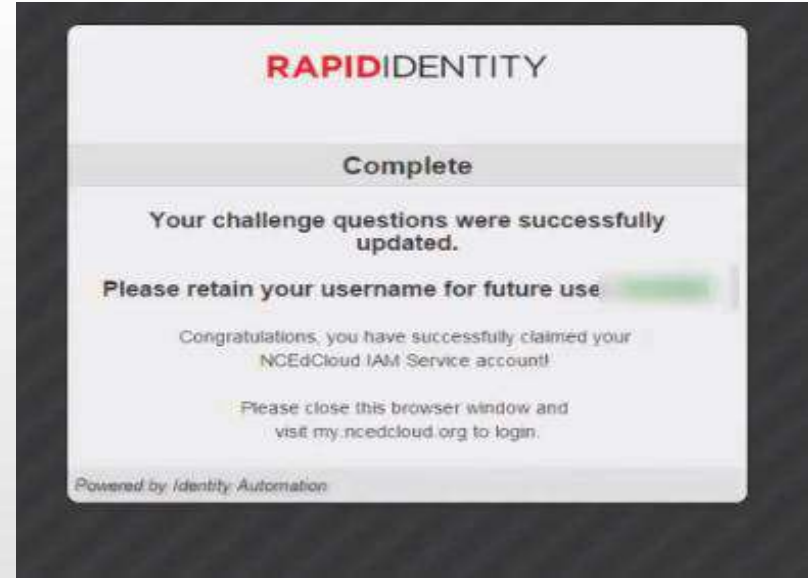


The screenshot shows a survey interface with four questions, each followed by an input field and a 'Next' button. The questions are:

- 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
- What is your favorite breakfast cereal

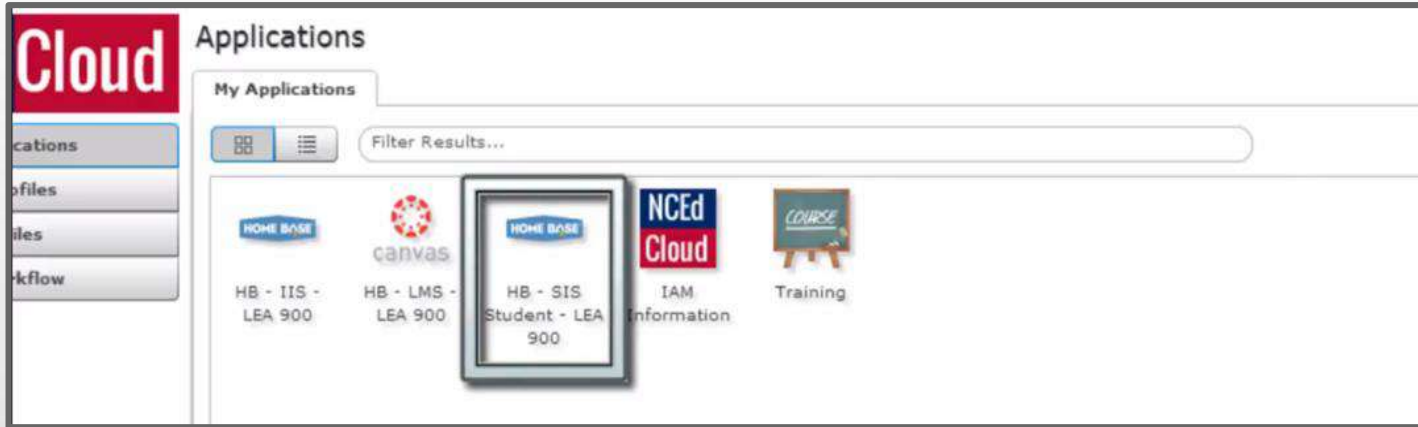
Each question has a corresponding input field labeled 'Enter your answer' and a 'Next' button. The 'Next' button is a small circle with a right-pointing arrow.

# This should complete your registration!



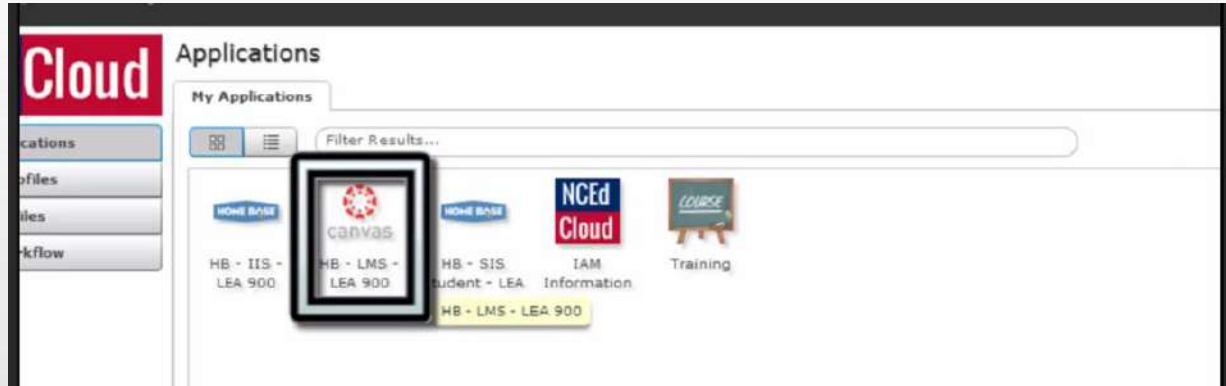
If you don't get to this point, you will have to contact the media center office at CHS.

# Click Here to Access PowerSchool:



If PowerSchool does not open for you, please email [regina.spencer@ucps.k12.nc.us](mailto:regina.spencer@ucps.k12.nc.us) explaining that you are a new student and cannot get into PS

# Click Here to Access Canvas Courses:



If after you have logged into your Chromebook and attempt to access the internet and are prompted to log in again, it is likely related to the zScaler cloud security application. (See image below.)



Use these steps to resolve the issue:

1. To login, REMOVE the word “student” from the username and use @ucps.k12.nc.us. See the example below.

123456789@ucps.k12.nc.us

2. Continue to login using your UCPS password.

If you experience technical difficulties with your Chromebook, please use the following link to submit a help ticket:

<https://studenthelpdesk.ucps.k12.nc.us>

\*Please unplug your Chromebook when it becomes fully charged to prevent battery exhaustion AND keep the protective cover on your Chromebook at all times.\*

# **Problems?**

**Click to access Tutorials for Students (which includes Technology Help Desk in the event you need to enter a helpticket):**

<https://www.ucps.k12.nc.us/Page/7372>