

Securing Student IAM Accounts for Taking Online Benchmark Assessments in Schoolnet

It is imperative that ***teachers and students*** claim their NCEdCloud IAM account in order to access Powerschool, SchoolNet and NCEES.

Students in grades 6-12 will also need to claim their accounts to access the Student Portal and ***SchoolNet***. There is an instructional video link under the “Students” drop down menu on the WSFCS District Home Page entitled “Student Claim My Acct Video” that details the student account claiming process. Please direct your students to this link.

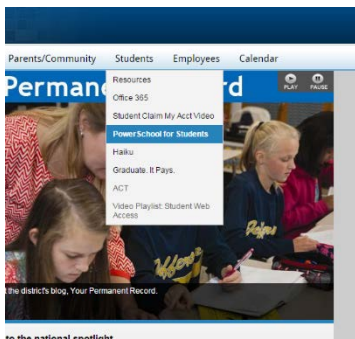


To begin students must know their UID

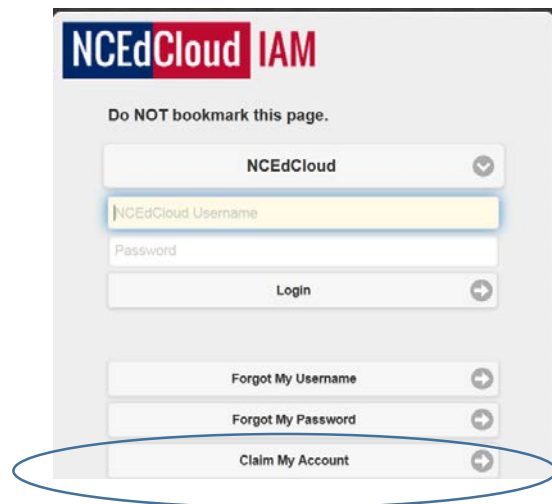
Your HomeBase username is your state issued unique identifier, known as your UID.

Step 1: Claim Account

1. Go to the “Students” drop down menu on the WSFCS District Home Page. Select “PowerSchool for Students”

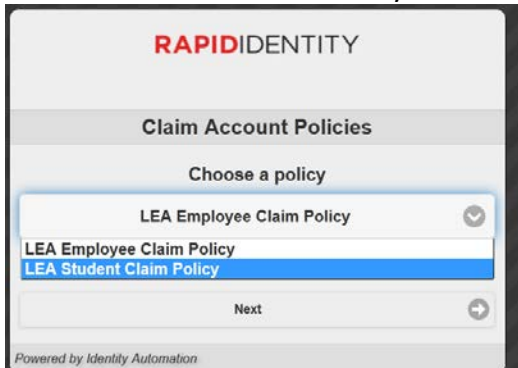


2. Click “Claim My Account”



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3. Click "LEA Student Claim Policy"



4. Click Next
5. Enter student UID number.
6. Enter current grade
7. Enter Birthdate (YYYYMMDD)
8. Our LEA/Charter Code is 340
9. Check the box "I'm not a robot"
10. Complete capture process
11. Click Next

Step 2: Set Password

Password Policy:

Password must be between 8 and 16 characters long.

The password **MUST** contain the following:

- Minimum of one uppercase character
- Minimum of one lowercase character
- Minimum of one numeric digit

Password **MUST *NOT*** contain:

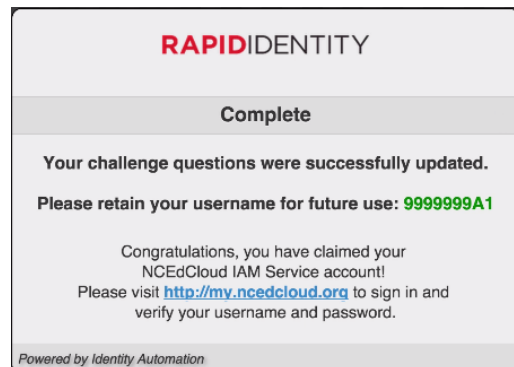
- Username
- First name
- Last name
- Spaces
- Starts or ends with ! (exclamation point)

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Step 3 : Security Questions

Answer 5 of these Pre-Defined Questions for future reference to assist when you have forgotten your password (Minimum of 3 characters):

1. What is the name of the city/town where your grandparents live?
2. What is the middle name of your oldest brother or sister?
3. What is the middle name of your youngest brother or sister?
4. What is your mother's middle name?
5. What is your father's middle name?
6. What is your favorite breakfast cereal?
7. What is your favorite teacher's last name?
8. What is your (formal) middle name?
9. What is your favorite pizza topping?
10. What is your best friend's twitter handle?



Have students write down their password in a secure location or in their phone.

Click on [Http://my.ncedcloud.org](http://my.ncedcloud.org) to sign in.

Once on the “Applications Page” select HB-IIS-LEA 340 to get into Schoolnet.

