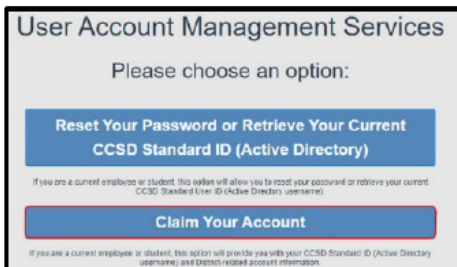


New Students to CCSD Account Claiming Guide

You must be in the school building to complete these steps.

1. Go to **Myaccount.ccsd.net**.
2. Select **Claim Your Account**



User Account Management Services

Please choose an option:

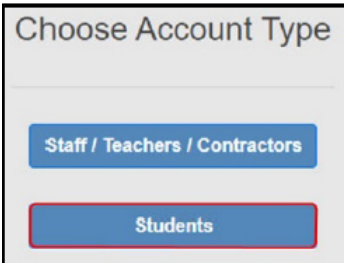
Reset Your Password or Retrieve Your Current CCSD Standard ID (Active Directory)

If you are a current employee or student, this option will allow you to reset your account or retrieve your current CCSD Standard User ID (Active Directory username).

Claim Your Account

If you are a current employee or student, this option will provide you with your CCSD Standard ID (Active Directory username) and District-related account information.

3. Have the student or guardian select **Student**

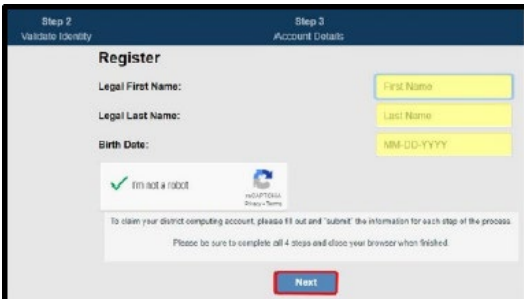


Choose Account Type

Staff / Teachers / Contractors

Students

4. Enter the following:
 - Legal First Name
 - Legal Last Name
 - Birth date (use hyphens)
5. Select **"I'm not a robot"** (Complete the verification if requested)
6. Select **Next**.



Step 2: Validate Identity | Step 3: Account Details

Register

Legal First Name:

Legal Last Name:

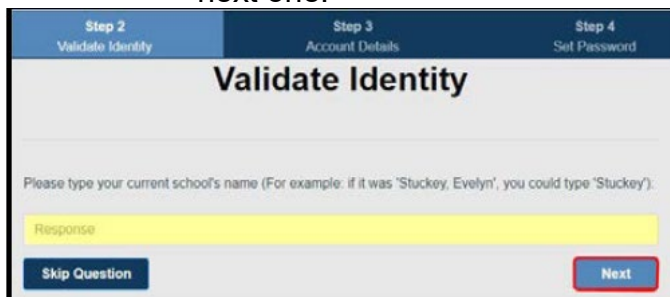
Birth Date:

☒ I'm not a robot

To claim your district computing account, please fill out and "submit" the information for each step of the process. Please be sure to complete all 4 steps and close your browser when finished.

Next

7. To validate your identity, answer the question then select **Next**.
 - You can answer that question or select **"Skip Question"** to go to the next one.



Step 2: Validate Identity | Step 3: Account Details | Step 4: Set Password

Validate Identity

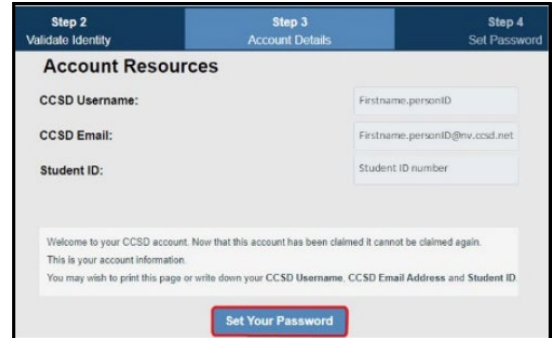
Please type your current school's name (For example: if it was 'Stuckey, Evelyn', you could type 'Stuckey').

Response:

Skip Question **Next**

8. This window will display:
 - The CCSD Username:
 - CCSD Email:
 - Student ID

9. Select **Set Your Password**.



Step 2: Validate Identity | Step 3: Account Details | Step 4: Set Password

Account Resources

CCSD Username:

CCSD Email:

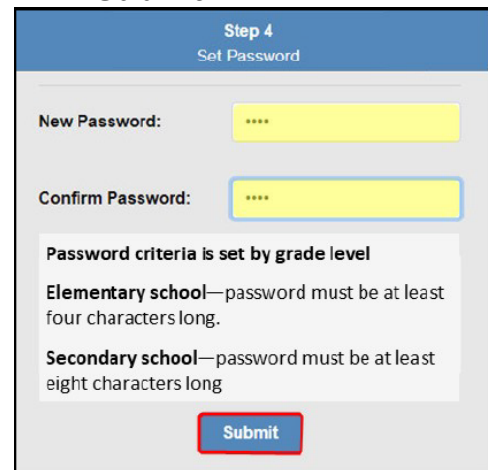
Student ID:

Welcome to your CCSD account. Now that this account has been claimed it cannot be claimed again. This is your account information. You may wish to print this page or write down your CCSD Username, CCSD Email Address and Student ID.

Set Your Password

10. Set your new password as instructed on the screen.

11. Select **Submit**.



Step 4: Set Password

New Password:

Confirm Password:

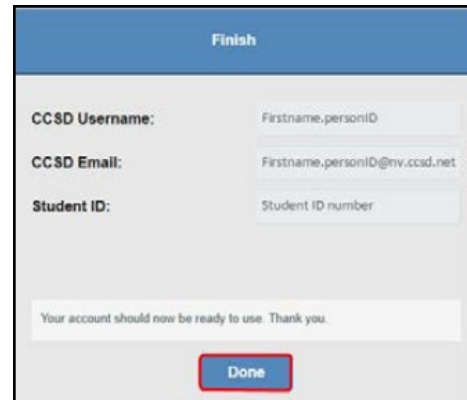
Password criteria is set by grade level

Elementary school—password must be at least four characters long.

Secondary school—password must be at least eight characters long

Submit

12. Select **Done**.



Finish

CCSD Username:

CCSD Email:

Student ID:

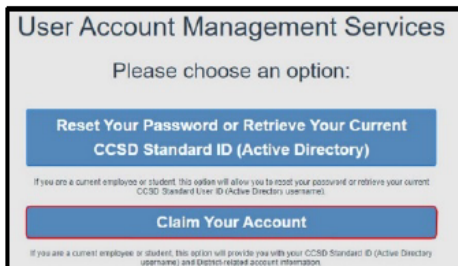
Your account should now be ready to use. Thank you.

Done

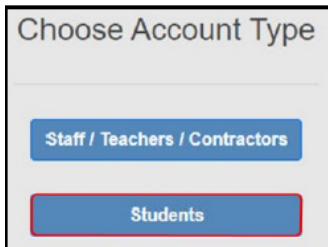
Guía de reclamo de cuenta para estudiantes nuevos en CCSD

Debe estar en el edificio de la escuela para completar estos pasos.

1. Vaya a **MyAccount.ccsd.net**.
2. Seleccione **Claim Your Account**

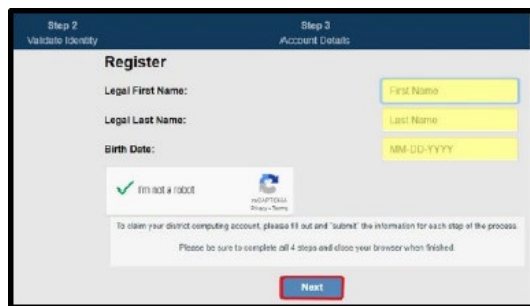


3. Seleccione **Student**.

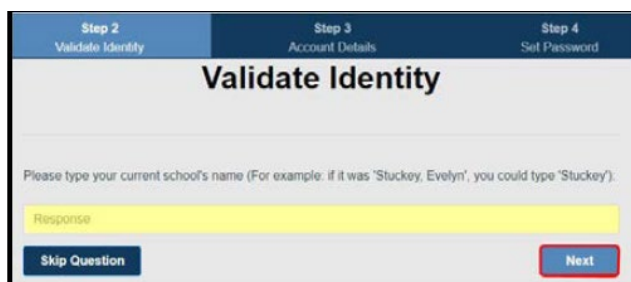


4. Ingrese lo siguiente:
 - Primer nombre legal:
 - Apellido legal:
 - Fecha de nacimiento (utilice guiones)
5. Seleccione **"I am not a robot"** (complete la verificación si se le solicita)

6. Seleccione **Next**



7. Para validar su identidad, responda la pregunta y luego seleccione **Next**.
 - Puede responder esa pregunta o seleccionar **"Saltar pregunta"** para pasar a la siguiente.



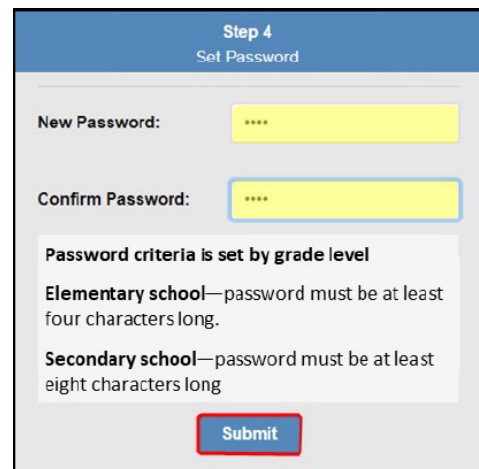
8. Esta ventana mostrará:
 - El nombre del usuario de CCSD:
 - Correo electrónico de CCSD:
 - Identificación del Estudiante

9. Seleccione **Establecer su contraseña (Set Your Password)**.



10. Establezca su nueva contraseña como se indica en la pantalla.

11. Seleccione **Submit**.



12. Seleccione **Done**.

