How to Claim Your Account

Overview of Account Claiming

Claiming a RapidIdentity account is a process which involves the following:

1. Proving ownership of the account via a claim code
2. Agreeing to the SBLSD's Acceptable Use Policy (AUP)
3. Setting a new password
4. (*Optionally*) Setting challenge questions which are used in the event you forget your password.

Claim Codes

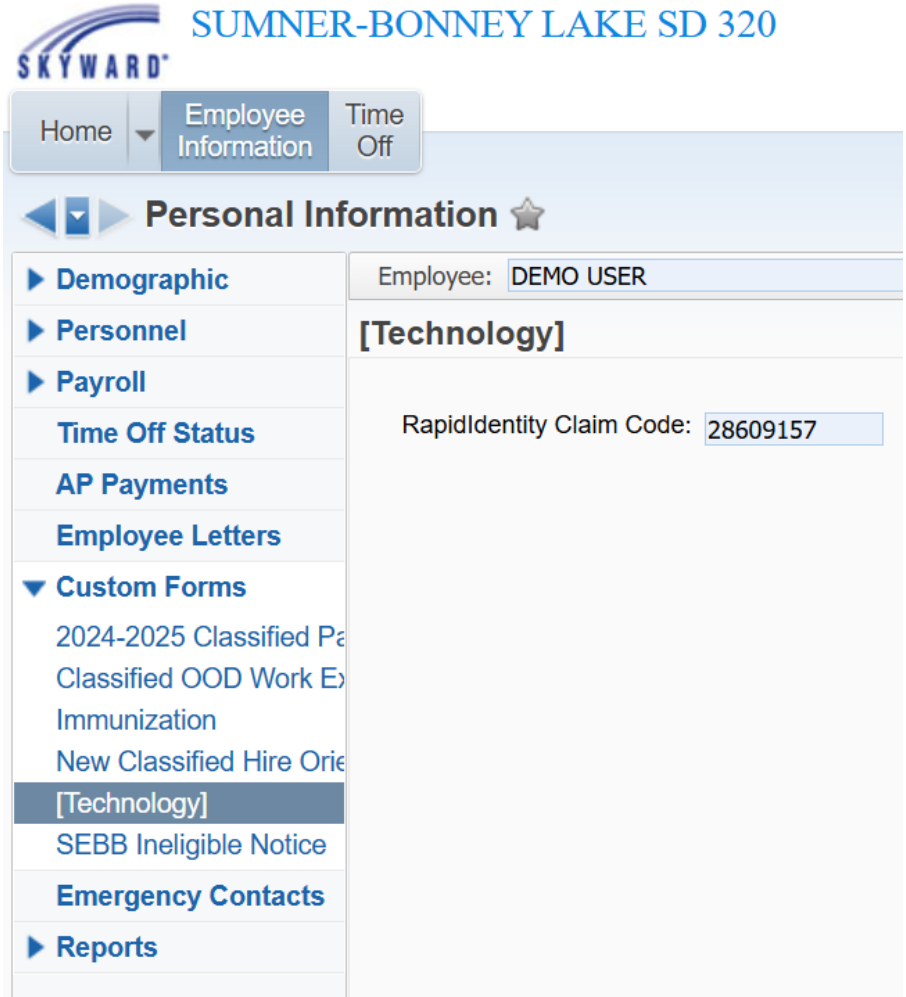
A claim code is a token which the owner of the account has knowledge of and is used to prove that the person accessing an account is the owner of it. For SBLSD accounts, the claim code is based on your employee ID or student ID.

Staff Claim Codes

1. Login to Skyward and go to Employee Access
2. Click on **Employee Information** > **Personal Information**



3. Click on **Custom Forms** > **[Technology]**. Your RapidIdentity claim code is displayed in the form.



Student Claim Codes

For students, the claim code is your student ID with leading zeroes if your ID is under 8 characters long. For example:

Student ID	Claim Code
0123456	00123456
1234567	01234567

New Password Requirements

Students	Minimum Length • >= 8 characters
Staff	Minimum Length • >= 12 characters At least 3 of the following: • Minimum 1 uppercase letter • Minimum 1 lowercase letter • Minimum 1 number • Minimum 1 special character

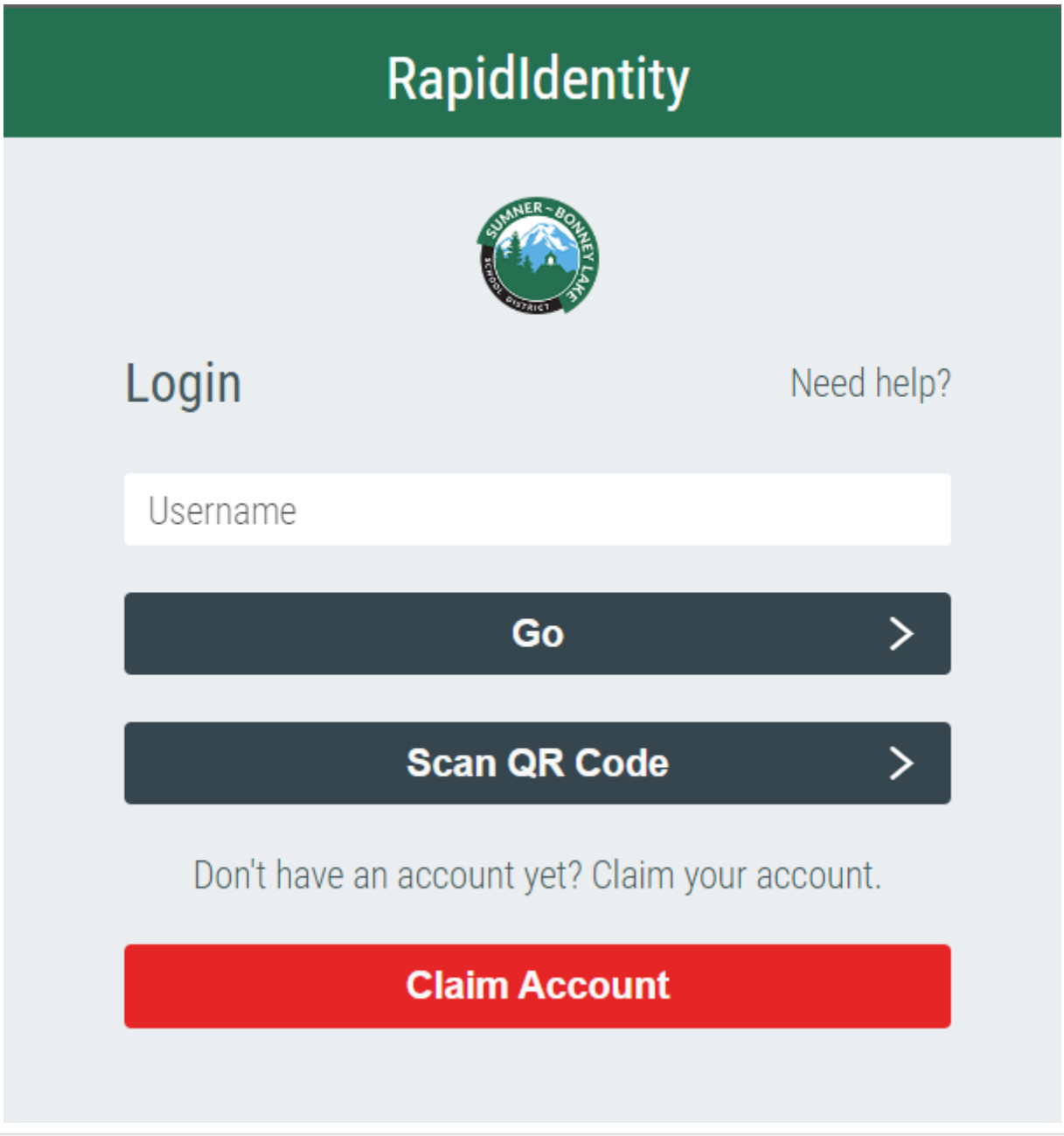
Claiming Your Account

Windows

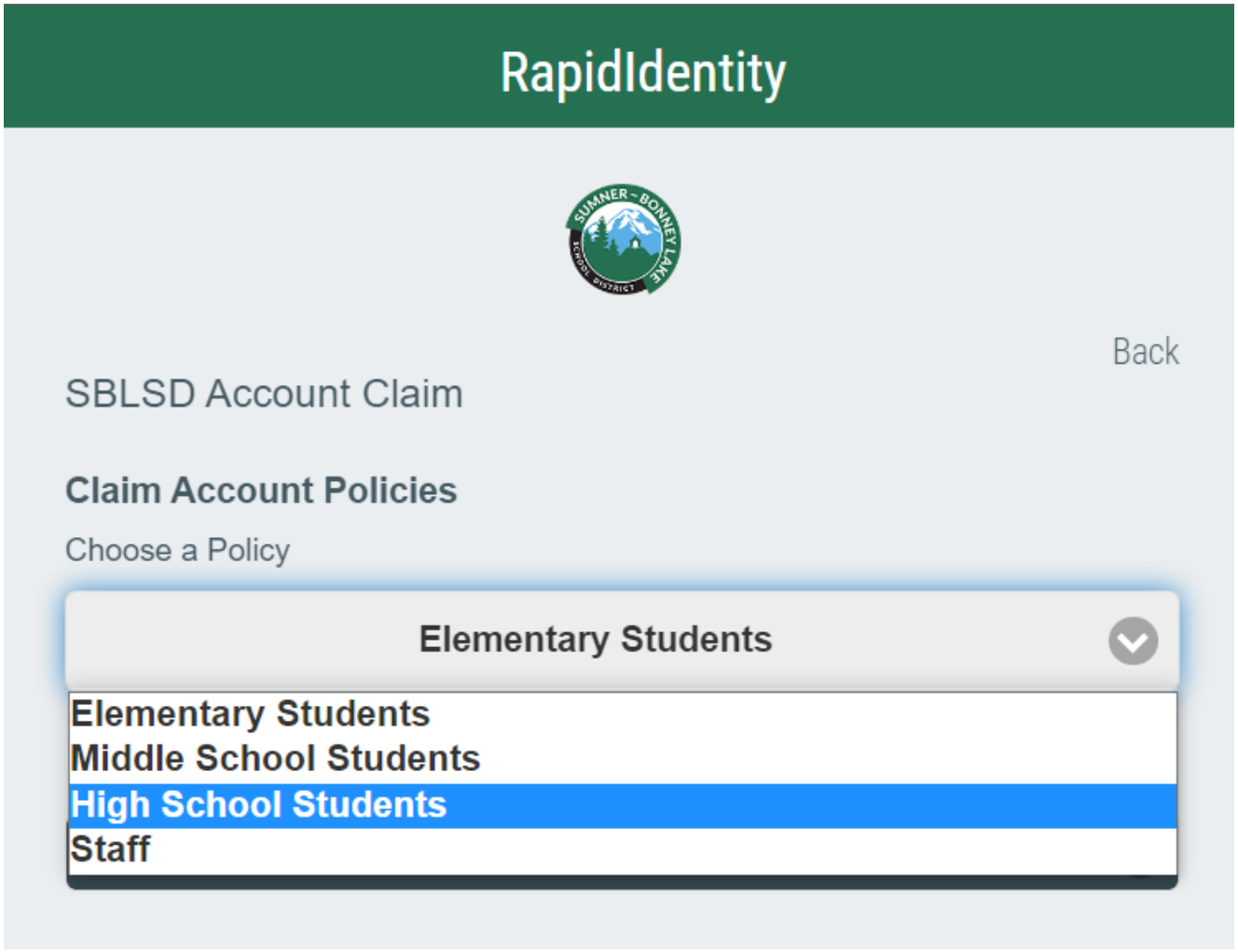
1. Open the Chrome browser

2. Navigate to https://sblsd.us001-rapididentity.com/

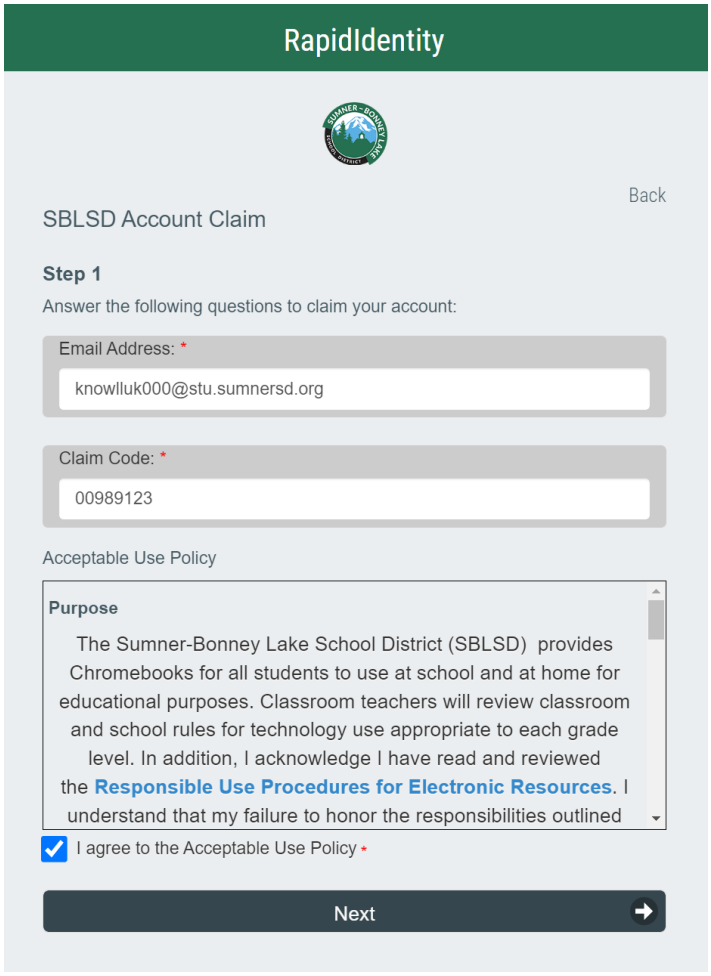
3. At the RapidIdentity login screen, click the **Claim Account** button.



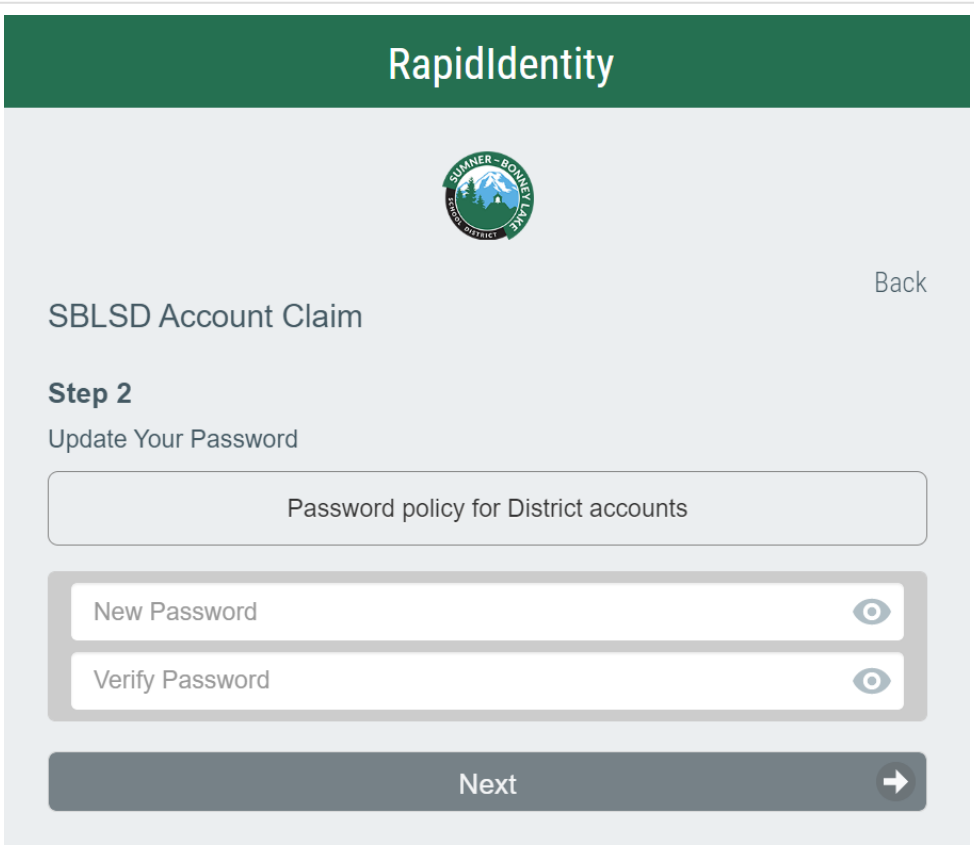
4. Click on the dropdown list and select the claim policy that applies to you, then click the **Next** button



5. On the following page, enter your email address and claim code. Agree to the Acceptable Use Policy, then click the **Next** button



6. Set your new password (*refer to the New Password Requirements section for the minimum requirements*), then click the **Next** button. This will be the password you use to log in to RapidIdentity, Google, and SBLSD Windows devices going forward.



7. (*Optional, but recommended*) Set answers to at least 3 challenge questions, then click the **Next** button. If you would prefer to set challenge questions later, click the **Skip** button.

RapidIdentity

Back

SBLSD Account Claim

Password Change Complete

Your password was successfully changed. Please do NOT click your browser's back button.

knowlluk000@stu.sumnersd.org

You must answer at least 3 of the pre-defined questions below.
Answers must be between 3 and 255 characters each.

Pre-Defined Questions

Who is your favorite character?

Enter your answer

Who was your favorite athlete growing up?

Enter your answer

What is your favorite fruit?

Enter your answer

What is your favorite class in school?

Enter your answer

What is your favorite car?

Enter your answer

What is your favorite book?

Chromebook

1. On the ChromeOS login screen, click the **Add Person** button located near the bottom left of the screen.

2. If prompted by a white message box, click **Next**

3. Proceed from step 3 of the instructions in the Windows section.

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