

# How to Claim Your Account

## Overview of Account Claiming

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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

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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

*For district staff, the claim code is your employee ID (**the same as your printer code**). If you don't know your employee ID, follow these steps to find it:*

1. Login to [Skyward](#) and go to Employee Access
2. Click **Employee Information > Personal Information**
3. Click **Reports > My Own Info**
4. Select **EMPLOYEE NAME ID** and click the **Print** button (this will not send anything to a physical printer).

5. When **Request Complete** is shown, you can click **View Report** to see your employee ID.

## 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

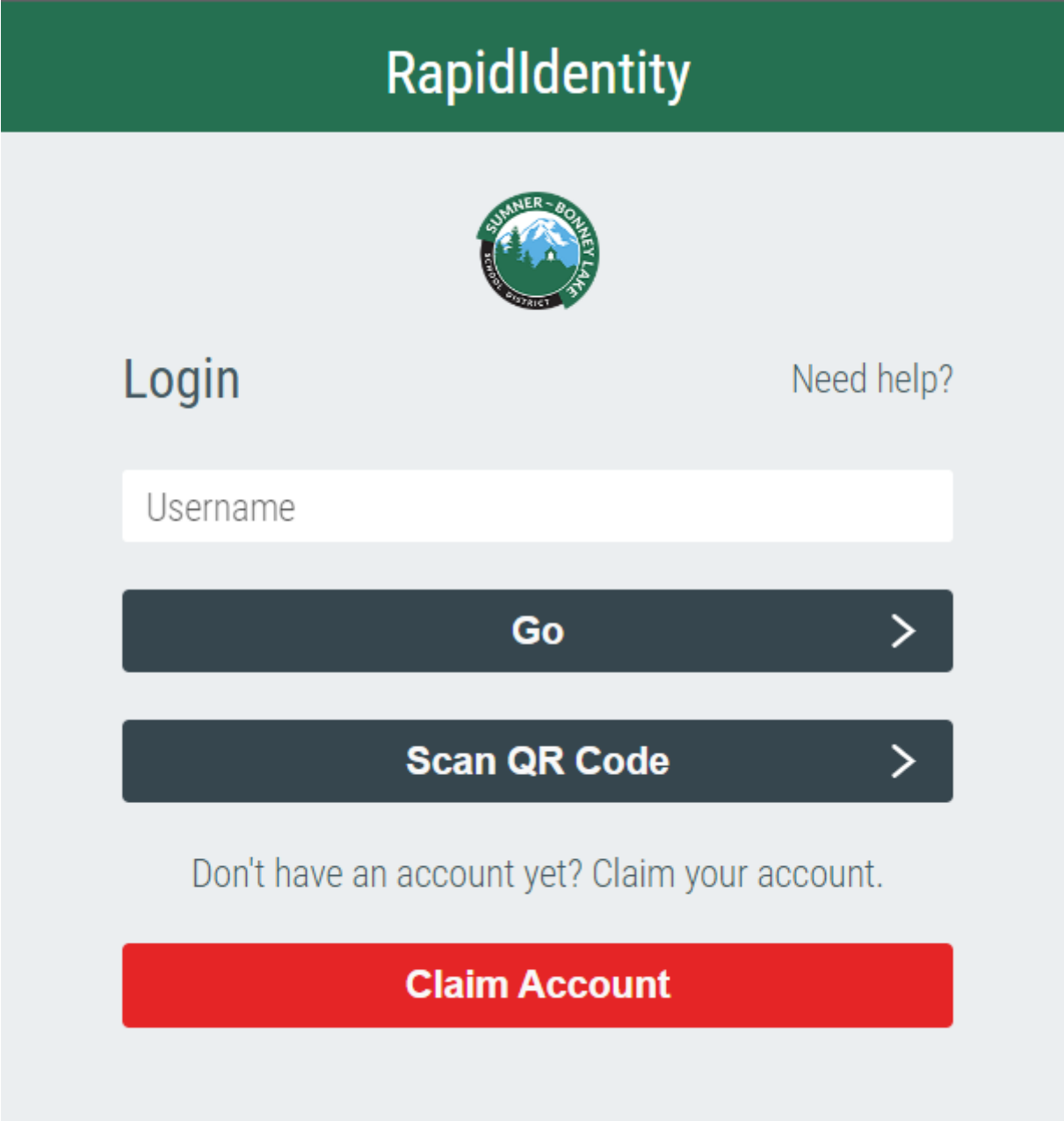
## New Password Requirements

<b>Students</b>	Minimum Length <ul style="list-style-type: none"><li>• <math>\geq</math> 8 characters</li></ul>
<b>Staff</b>	Minimum Length <ul style="list-style-type: none"><li>• <math>\geq</math> 12 characters</li></ul> At least 3 of the following: <ul style="list-style-type: none"><li>• Minimum 1 uppercase letter</li><li>• Minimum 1 lowercase letter</li><li>• Minimum 1 number</li><li>• Minimum 1 special character</li></ul>

## 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.



The image shows the RapidIdentity login interface. At the top is a dark green header with the word "RapidIdentity" in white. Below this is a light gray background. In the center is the Sumner-Bonney Lake School District logo, which is a circular seal featuring a mountain, a tree, and a house, with the text "SUMNER-BONNEY LAKE" and "SCHOOL DISTRICT" around it. To the left of the logo is the word "Login" in a large, dark font. To the right is the text "Need help?" in a smaller, gray font. Below "Login" is a white input field with the placeholder text "Username". Below the input field are two dark gray buttons with white text and right-pointing chevrons. The first button says "Go" and the second says "Scan QR Code". Below these buttons is the text "Don't have an account yet? Claim your account." in a gray font. At the bottom is a large red button with the white text "Claim Account".

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

# RapidIdentity



[Back](#)

SBLSD Account Claim

## Claim Account Policies

Choose a Policy

Elementary Students



Elementary Students

Middle School Students

High School Students

Staff

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

# RapidIdentity



## SBLSD Account Claim

[Back](#)

### Step 1

Answer the following questions to claim your account:

Email Address: \*

knowlluk000@stu.sumnersd.org

Claim Code: \*

00989123

### Acceptable Use Policy

#### Purpose

The Sumner-Bonney Lake School District (SBLSD) provides Chromebooks for all students to use at school and at home for educational purposes. Classroom teachers will review classroom and school rules for technology use appropriate to each grade level. In addition, I acknowledge I have read and reviewed the [Responsible Use Procedures for Electronic Resources](#). I understand that my failure to honor the responsibilities outlined

☒ I agree to the Acceptable Use Policy \*

Next



**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.

# RapidIdentity



[Back](#)

## SBLSD Account Claim

### Step 2

Update Your Password

Password policy for District accounts

New Password



Verify Password



Next



**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](mailto: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?



Who was your favorite athlete growing up?



What is your favorite fruit?



What is your favorite class in school?



What is your favorite car?



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.

Revision #23

Created 20 July 2022 15:22:08 by Luke Knowles

Updated 29 May 2024 22:08:23 by Luke Knowles