

# 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

1. Login to [Skyward](#) and go to Employee Access
2. Click on **Employee Information > Personal Information**



Home Employee Information Time Off

**Employee Information**

- Personal Information
- Calendar
- Modify HR Calendar Events
- Accounts Payable Payments
- Online Forms

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



Home Employee Information Time Off

**Personal Information** ☆

▶ Demographic	Employee: DEMO USER
▶ Personnel	<b>[Technology]</b>
▶ Payroll	
Time Off Status	RapidIdentity Claim Code: 28609157
AP Payments	
Employee Letters	
▼ Custom Forms	
2024-2025 Classified Pa	
Classified OOD Work Ex	
Immunization	
New Classified Hire Ori	
<b>[Technology]</b>	
SEBB Ineligible Notice	
Emergency Contacts	
▶ Reports	

## 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

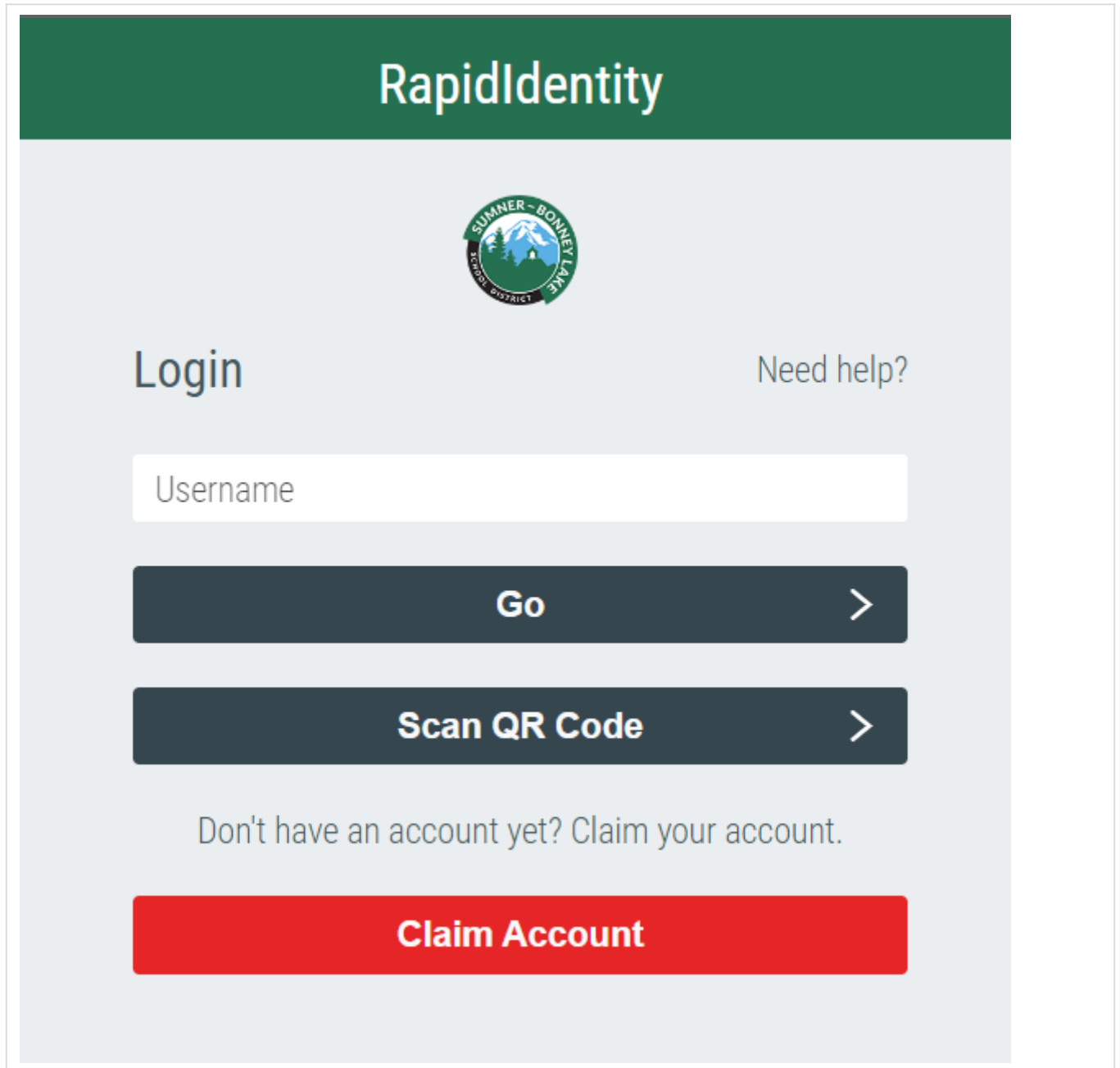
<b>Students</b>	Minimum Length <ul style="list-style-type: none"><li>• <math>\geq</math> 8 characters</li></ul>
<b>Staff</b>	Minimum Length <ul style="list-style-type: none"><li>• <math>\geq</math> 12 characters</li></ul> At least 3 of the following: <ul style="list-style-type: none"><li>• Minimum 1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



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.

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