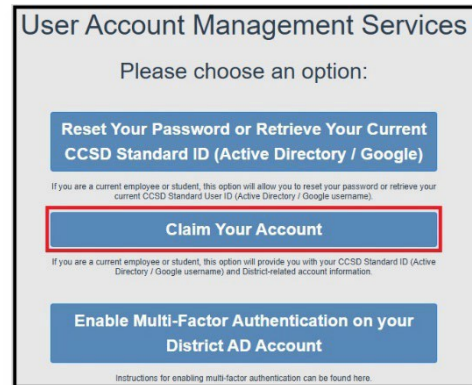


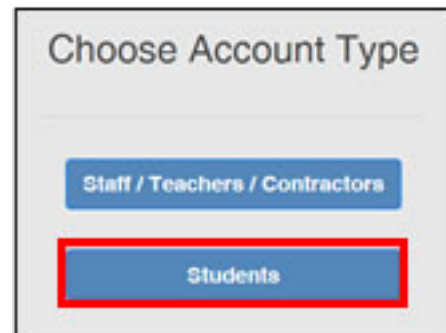
Clark County School District Student Account Claiming Guide

1. Go to the website, **MyAccount.ccsd.net**
2. Select **Claim Your Account**



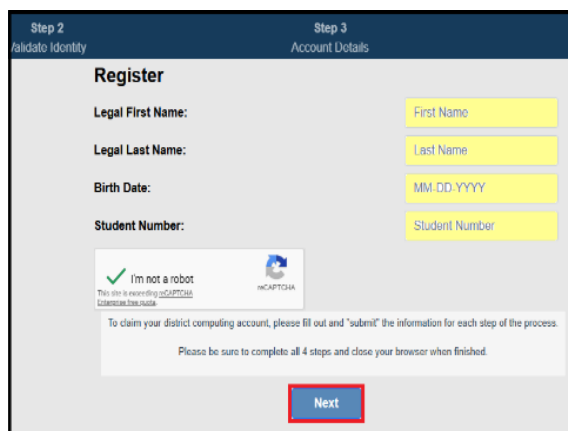
The screenshot shows the 'User Account Management Services' page. It prompts the user to 'Please choose an option:'. There are three main buttons: 'Reset Your Password or Retrieve Your Current CCSD Standard ID (Active Directory / Google)', 'Claim Your Account' (highlighted with a red border), and 'Enable Multi-Factor Authentication on your District AD Account'. Small text explains that the first option is for current employees or students to reset passwords, and the second is for current employees or students to claim their account.

3. Have the Student or Parent/Guardian select **Students**



The screenshot shows the 'Choose Account Type' screen. It has two buttons: 'Staff / Teachers / Contractors' and 'Students' (highlighted with a red border).

4. Enter the following:
 - a. Legal First Name:
 - b. Legal Last Name:
 - c. Birth Date: MM-DD-YYYY
use dash/hyphens
 - d. Student Number:
5. Select **"I'm not a robot"** (complete the verification if requested)
6. Select **Next**



The screenshot shows the 'Register' screen, which is part of 'Step 3 Account Details'. It has a 'Step 2 Validate Identity' header. The form includes fields for 'Legal First Name', 'Legal Last Name', 'Birth Date', and 'Student Number', each with a yellow input box. Below the fields is a 'I'm not a robot' CAPTCHA section with a green checkmark and a 'Submit' button. At the bottom, there is a 'Next' button highlighted with a red border. A note at the bottom states: '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.'

7. To validate your identity, answer the question
a. They can answer that question or select **"Skip Question"** to go to the next one

The screenshot shows the 'Validate Identity' step (Step 2) of the account setup process. The header bar includes 'Step 2 Validate Identity', 'Step 3 Account Details', and 'Step 4 Set Password'. The main heading is 'Validate Identity'. Below it, a text prompt asks the user to type their current school's name, with an example: 'Please type your current school's name (For example: if it was "Stuckey, Evelyn", you could type "Stuckey")'. There is a yellow text input field labeled 'Response'. At the bottom, there are two buttons: 'Skip Question' on the left and 'Next' on the right, which is highlighted with a red border.

8. This window will display:
a. The CCSD Username:
b. CCSD Email:
c. Student ID:
9. Select **Set Your Password**

The screenshot shows the 'Account Resources' step (Step 3) of the account setup process. The header bar includes 'Step 2 Validate Identity', 'Step 3 Account Details', and 'Step 4 Set Password'. The main heading is 'Account Resources'. Below it, there are three labels with corresponding input fields: 'CCSD Username:' with a field containing 'Firstname.personID', 'CCSD Email:' with a field containing 'Firstname.personID@nv.ccsd.net', and 'Student ID:' with a field containing 'Student ID number'. Below these fields, there is a text box with a welcome message: '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.' At the bottom, there is a 'Set Your Password' button highlighted with a red border.

10. Set your password by entering your **New Password** and **Confirm Password**

11. Select **Submit**

The screenshot shows the 'Reset your Password' step (Step 4) of the account setup process. The header bar includes 'Step 4 Set Password'. The main heading is 'Reset your Password' with the sub-heading 'Step 4: Set your new password'. Below it, there are two labels with corresponding input fields: 'New Password:' and 'Confirm Password:', both containing masked text (dots). Below these fields, there is a text box with instructions: 'Please create your password above. Password must be at least 10 characters and contain at least 3 out of the 4 character types (For example: BlueFrog1!). * Uppercase Letters (A-Z): Include at least one uppercase letter in your password. * Lowercase Letters (a-z): Include at least one lowercase letter in your password. * Numbers (0-9): Integrate at least one numeric digit (0-9) into your password. * Special Characters (e.g., ! @, #, \$, %, etc.): Include at least one special character to enhance complexity and security. Passwords cannot contain first name, last name, or username. Previous passwords cannot be reused.' At the bottom, there is a 'Submit' button highlighted with a red border.

12. Select **Done**

The screenshot shows the 'Finish' step of the account setup process. The header bar includes 'Finish'. Below it, there are three labels with corresponding input fields: 'CCSD Username:' with a field containing 'Firstname.personID', 'CCSD Email:' with a field containing 'Firstname.personID@nv.ccsd.net', and 'Student ID:' with a field containing 'Student ID number'. Below these fields, there is a text box with a message: 'Your account should now be ready to use. Thank you.' At the bottom, there is a 'Done' button highlighted with a red border.