



Technology Services Standard Operating Procedure (SOP)

Title: Student Network Account Claiming Procedure

Date: August 10, 2016

Overview: This is the district procedure for claiming student network accounts to log in to PCs, Google, Empower and other services using the district's

Steps:

1. Log into a computer with:

Username = **accountclaim**

Password = **claim** (all lower case)

2. Open Chrome and navigate to: <http://identity.westminsterpublicschools.org>

3. Click on the "Claim My Account" Button

4. Enter your student ID # and Birthdate (MM/DD/ YYYY)

5. Read the "Acceptable Use Policy", then check the box at the bottom of the screen and click "Next"

6. Enter a new password. It must be at least 8 characters long.

7. Write down your username and password Answer at least two challenge questions and feel free to ignore the others. These will help you recover a forgotten password in the future. The color and nickname (or first name if they have no nickname) questions are the easiest to answer.