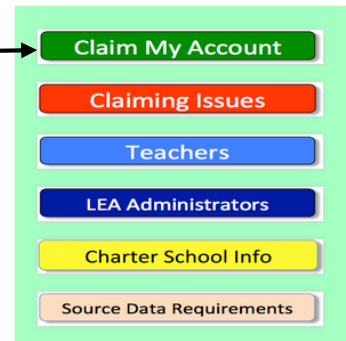


# DIRECTIONS FOR STUDENTS TO CLAIM THEIR NC ED CLOUD ACCOUNT

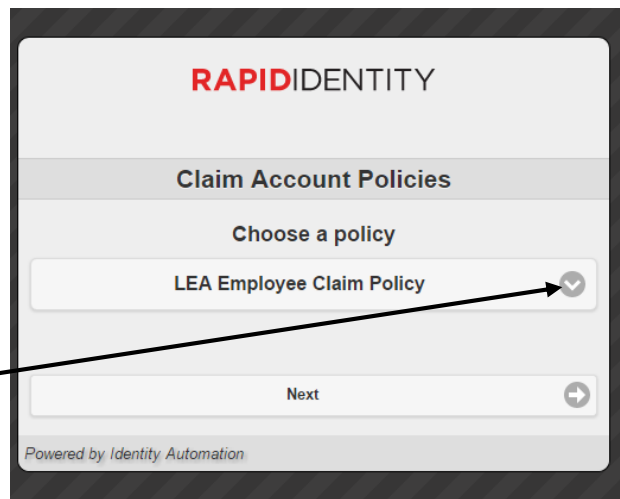
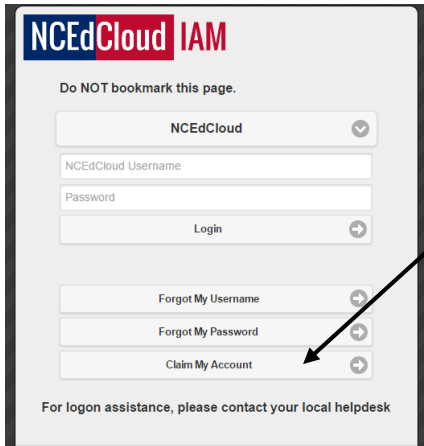
1. Go to the following web address: <https://ncedcloud.mcnc.org/>
2. Click Claim My Account
3. Scroll down the page of directions to find the Claim My Account Button
4. Click Claim My Account



Where To Start?

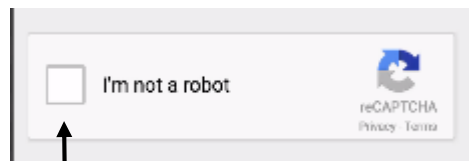


5. Go to the bottom of the page and click the last link – Claim My Account



6. Select the drop down menu to change it to the LEA STUDENT CLAIM POLICY and click next

7. Follow the Directions to Fill in the Information



At the bottom of the page, you will need to check the I'm not a robot box and wait for the Captcha pop-up to open. Answer the question they give you to move forward in the process.

## DIRECTIONS FOR STUDENTS TO CLAIM THEIR NC ED CLOUD ACCOUNT

### STEP 2 – UPDATE YOUR PASSWORD

You will be prompted to create a password. Choose one that you use and is familiar to you. It must meet the following Criteria:

It must be 8 to 16 characters long

The Password must contain the following:

- Minimum of one uppercase character
- Minimum of one lowercase character
- Minimum of one numeric digit

Password must “not” contain:

- Username
- First Name
- Last Name
- Spaces
- Starts or ends with ! (exclamation point)

### STEP 3 – PASSWORD RECOVERY QUESTIONS

Choose 5 from any of the choices provided to answer:

1. What is the name of the city-town where your grandparents live?
2. What is the middle name of your oldest brother or sister?
3. What is the middle name of your youngest brother or sister?
4. What is your mother’s middle name?
5. What is your father’s middle name?
6. What is your favorite breakfast cereal?
7. What is your favorite teacher’s last name?
8. What is your (formal) middle name?
9. What is your favorite pizza topping?