To Claim User Account
1) Go to Http://id.d300.org
2) Select “Claim Account”
3) Select “Staff Claim Policy”
4) Click Next
5) Enter Date of Birth as mmddyy
6) Enter Hiring Date as mmddyy (this is your official start date)
7) Read the “Acceptable Use Policy”
8) Accept the Policy by clicking the checkbox “Policy Accepted”
9) Click Next
10) Create a Password (should contain at least one upper case, one lower case and one number)
11) Click Next
12) Answer any 2 Predefined questions
13) Create and answer 2 more questions
14) Click Next
15) You have claimed your account
16) Your username is show (first.lastname)
17) Log in to any district computer
18) Go to http://id.d300.org to log in to your account
Identity Automation
CUSD 300
**Student Claim Policy**
Claim Account Policies

Choose a policy

** Staff Claim Policy. **

Next

Powered by Identity Automation
RAPIDIDENTITY

Step 2

Update Your Password

Password should be at least 6 characters long, contain at least one upper case letter, at least one lower case letter, at least one number, and at least one symbol. Password cannot contain your first or last name.

New Password

Verify Password
RAPIDIDENTITY

Step 1

Answer the following questions to claim your account:

- Birthdate m/dd/YY:
- Hire Date m/dd/YY:

Acceptable Use Policy (AUP)

Instruction
Administrative Procedure - Acceptable Use of Electronic Networks
A. The technology and electronic networks of District 300 are for educational, research and legitimate District business use. Responsible supervisors will take steps to ensure that users of technology provided by the District will:
1. Adhere to the rules of copyright and assume that any software they did not create is copyrighted (unless it is labeled public domain).

Policy Accepted

Powered by Identity Automation
Claim Account

RAPID IDENTITY
Example

Step 1

Answer the following questions to claim your account:

Birthdate mmdYY:
101778

Hire Date mmdYY:
082106

Acceptable Use Policy (AUP)

Instruction

Administrative Procedure - Acceptable Use of Electronic Networks

A. The technology and electronic networks of District 300 are for educational, research and legitimate District business use. Responsible supervisors will take steps to ensure that users of technology provided by the District will:

1. Adhere to the rules of copyright and assume that any software they do not create is copyrighted (unless it is labeled public domain).

Policy Accepted -
Next

Powered by Identity Automation
**RAPIDIDENTITY**

**Example**

**Step 2**

**Update Your Password**

Password should be at least 8 characters long, contain at least one upper case letter, at least one lower case letter, at least one number, and at least one symbol. Password cannot contain your first or last name.

```
Password:
Password:
```

Next

*Powered by Identity-Automation*
RAPIDENTITY

Password Change Complete

Your password was successfully changed. Please do NOT click your browser's back button.

Please retain your username for future use: tom.penner

You must answer at least 2 pre-defined Questions.
You must answer at least 2 user-defined Questions.
Questions must be between 3 and 255 characters each.
Answers must be between 3 and 255 characters each.

Pre-Defined Questions

What was your favorite place to visit as a child?

Enter your answer

What is your favorite breakfast cereal?

Enter your answer

Which is your favorite web browser?

Enter your answer

What is your favorite pizza topping?

Enter your answer

What's your favorite superhero?

Enter your answer

What high school did you attend?

Enter your answer

any 2
Pre-Defined Questions

What was your favorite place to visit as a child?

What is your favorite breakfast cereal?

Which is your favorite web browser?

What is your favorite pizza topping?

What's your favorite superheroes?

What high school did you attend?

User Defined Questions

Enter your answer

Add Optional User Defined Question

Next
Answers must be between 3 and 255 characters each.

Pre-Defined Questions

What was your favorite place to visit as a child?

What is your favorite breakfast cereal?

Which is your favorite web browser?

What is your favorite pizza topping?

What's your favorite superhero?

What high school did you attend?

User Defined Questions

what is your favorite actor?

What was the name of your first pet?

Add Optional User Defined Question

Next
RAPIDENTITY

Complete

Your challenge questions were successfully updated.

Please retain your username for future use:

tom.penner

SUCCESS

Passed by Identity Automation
Login at id.d300.org
Staff Landing site