HOW TO CLAIM MY ACCOUNT

This process is required in order to access your CCSD email, pay stubs, enroll in benefits (if eligible), log on to a District computer, etc.


2. Click the “Claim My Account” button.

3. Answer the questions (Last Name, age, and last four digits of your social security number), read through and accept the Acceptable Use Policy, and press “Next”. The required fields are marked with a red asterisk (*).

*If you receive an error stating “Operation Failed” after pressing “next”, call the Help Desk (435-792-7614)*
4. Create a password.
   - Must be 12 characters long.
   - It cannot contain your first name or last name.
   - Suggestion: Use a memorable phrase, music lyrics, favorite quote, etc.
   - Keep your password secure and never give it out.

Enter your password in the line that is titled New Password and again in the Verify Password line, then press “Next”.

5. Notate your username (green writing) and Answer at least three Challenge Response Questions. These questions will allow you to reset your password if you forget it. Once three questions have been answered press “Next”.

YOUR USERNAME WILL BE USED FOR:
- District Computer Login
- Self-Service Login
  - View Paystubs
  - Update Contact Info
  - Benefit Enrollment
- PowerSchool
- Canvas
- Select Curriculum Programs
6. If you didn’t notate your username in step 5 (above), notate it at this time.

7. You have successfully claimed your account. Thank you for completing this important process! If you have any problems, call the Help Desk (435-792-7614).