



# CLAIM MY ACCOUNT QUICK START

Before you log into RapidIdentity for the first time, you need to claim your account.

## Go to the RapidIdentity login page

01

W

Login [Need help?](#)

Username

Go >

Don't have an account yet? [Claim your account.](#)

Claim My Account

The district will provide the link to the login page. Each login page is customized for the educational organization. Select "Claim My Account" to start the process.

## Enter required fields

02

Claim Account [Back](#)

Step 1

Answer the following questions to claim your account:

Munis ID: \*

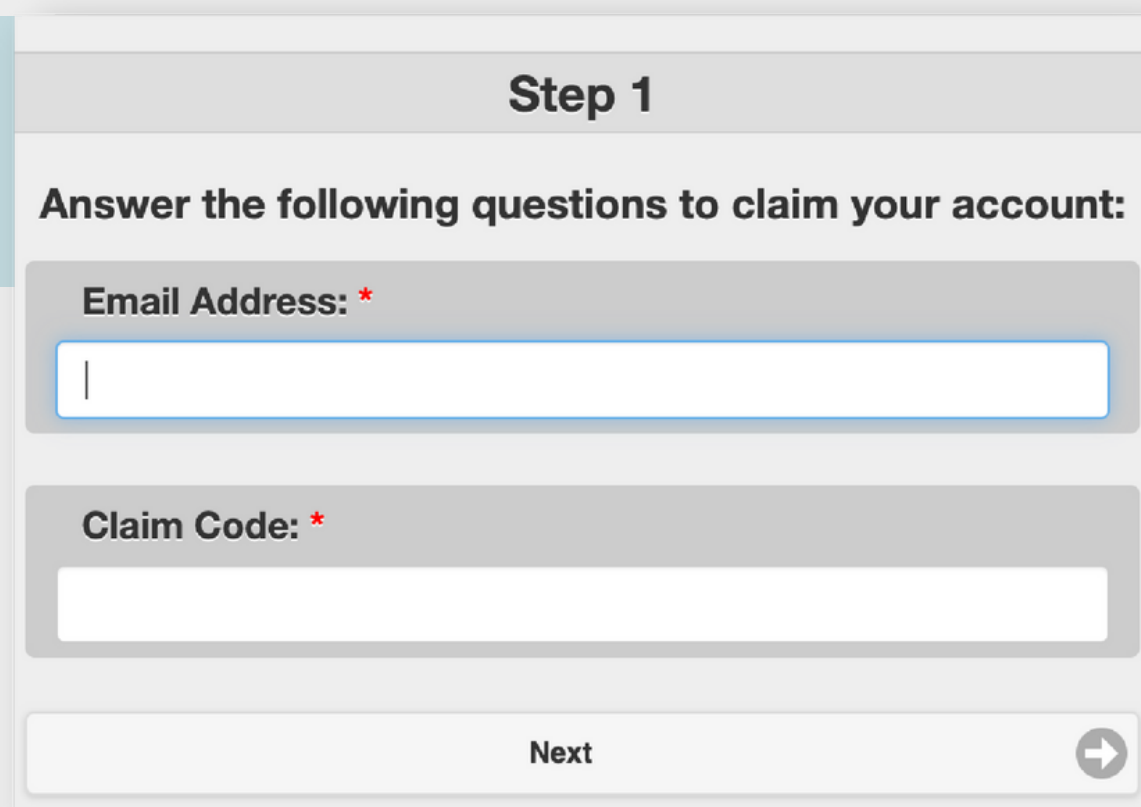
Birthdate: \*

Next >

Some accounts may require additional verification to log in, such as a text message with a 6-digit number. If additional verification is required, the login page will begin with the username only.

## Verify your identity

03



Step 1

Answer the following questions to claim your account:

Email Address: \*

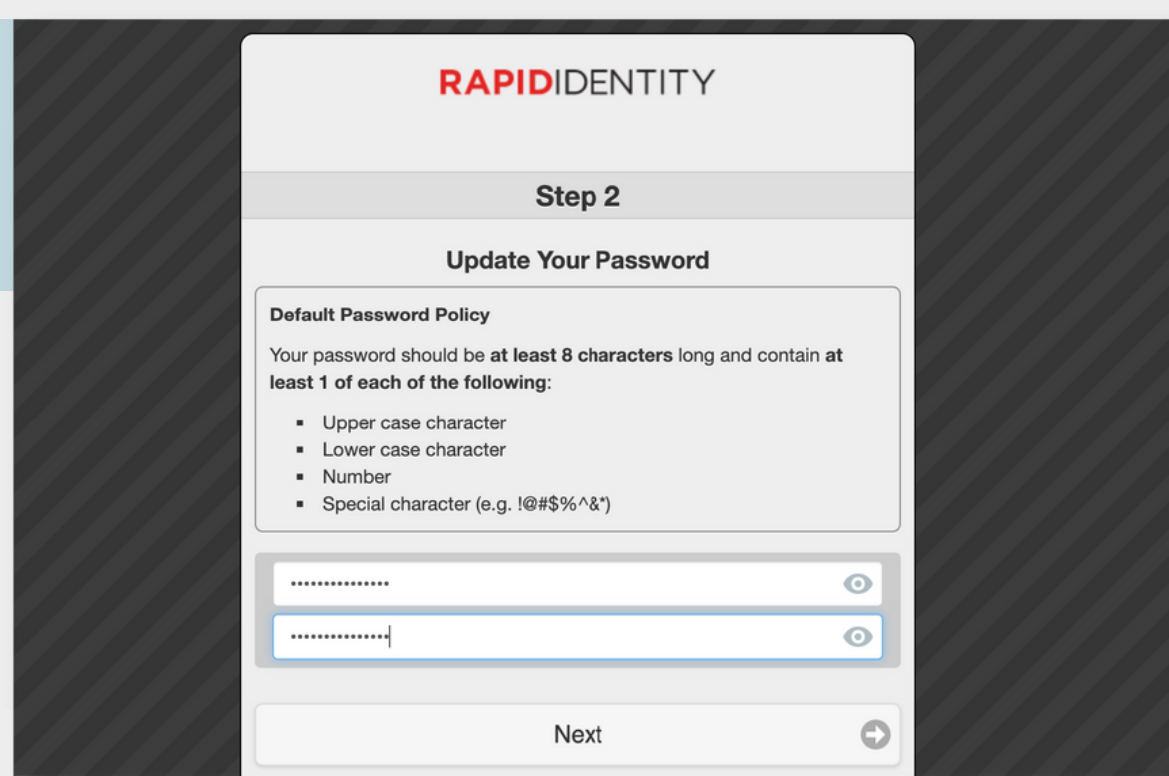
Claim Code: \*

Next

Your district set policies for claiming accounts based on variables like your role in the district and your access to sensitive systems and data. Possible ways to verify your identity include email, CAPTCHA, and challenge questions.

## Enter an approved password

04



RAPIDIDENTITY

Step 2

Update Your Password

Default Password Policy

Your password should be at least 8 characters long and contain at least 1 of each of the following:

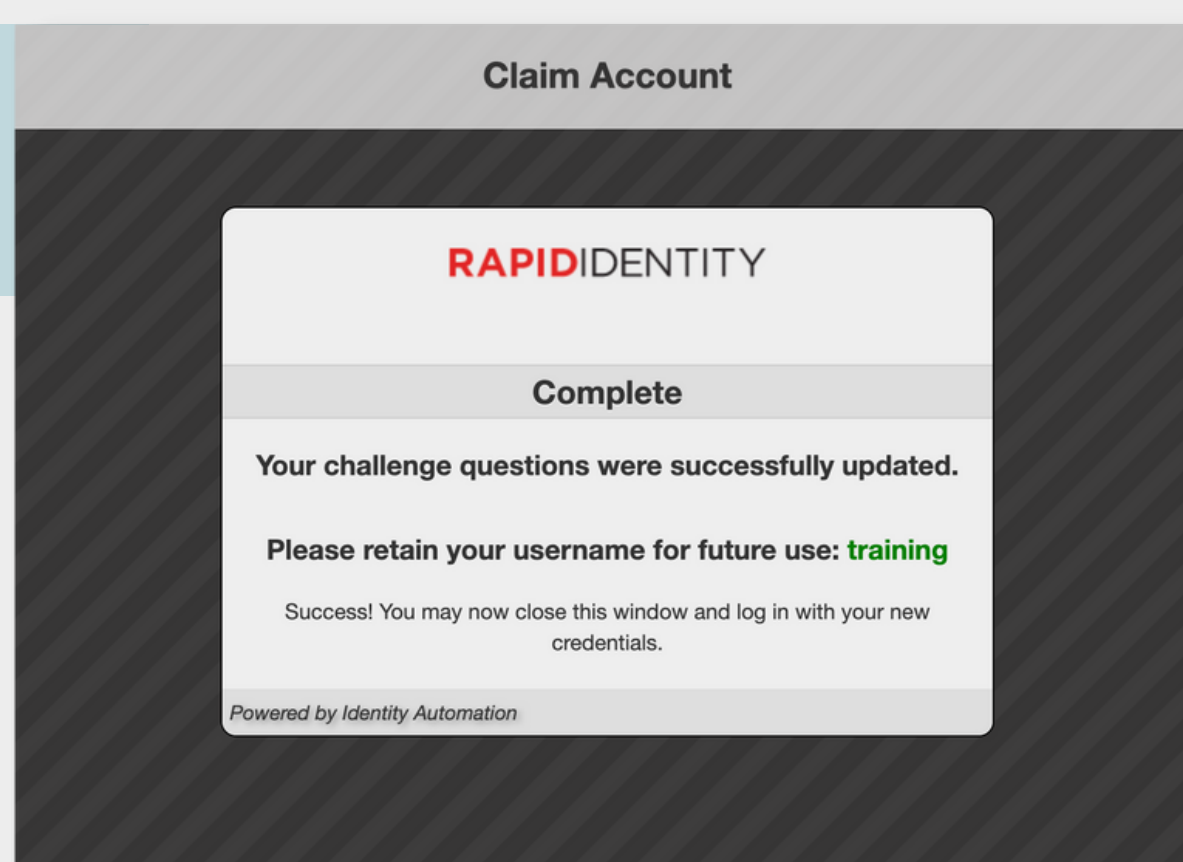
- Upper case character
- Lower case character
- Number
- Special character (e.g. !@#\$%^&\*)

Next

The requirements are listed above the password field and can include character count, numbers, or special characters.

## You're done!

05



Claim Account

RAPIDIDENTITY

Complete

Your challenge questions were successfully updated.

Please retain your username for future use: **training**

Success! You may now close this window and log in with your new credentials.

Powered by Identity Automation

A window will display your username for your RapidIdentity account. Log into the portal through the website provided by the district. You can close the window and return to the login page.

