Activate your CCPS ID Powered by ClassLink

Follow this guide to activate your CCPS ID account and to log-in to ClassLink for the first time.

Step 1:
Go to the ClassLink log in page:
classlink.yourcharlotteschools.net

Step 2:
Enter your CCPS ID number:
Staff - Found on the back of your ID badge (10 digits)
Students – Provided by your school or teacher (8 digits)

Step 3:
Enter your temporary password:

First Initial (capitalized)
Last Initial (lower)
Followed by your birthdate (MMDDYYYY)

Example: John Smith 12/5/1980 -- Js12051980

CCPS LaunchPad

Username

Password

Sign In

Step 4:
Create a new password

The new password must be at least 8 characters long and contain at least 1 number, 1 capital letter and 1 lower case letter.

Enter Windows password   ×

Windows is requiring you to change your password before login.
New Password

Confirm Password

Password policy:
                          CCPS Password Policy

Password must contain:

8 - 16 characters

1 Number

1 Capital

1 Lower Case Letter

Cancel   Submit

Step 5: (Staff only)
Setup Multi-Factor Authentication

Choose a MFA method (Mobile, SMS, Image)

- **Mobile:** This uses an app that generates a One-Time passcode every 30 seconds

- **SMS:** You will receive texts to your phone. This could incur cost depending on your phone plan.

- **Image:** Choose an image from a list of images

Multi-Factor Authentication Setup

Multi-Factor Authentication Method
Select an MFA type below

Mobile
Mobile
SMS
Image

1. **Open** your Mobile Authenticator App (Google, Microsoft, Authy or LastPass)

2. **Add** an account within the app and scan the QR Code below

3. **Enter code.** After you've scanned the QR Code, enter the code generated by your Authenticator App.

Verify code

Step 6: (Staff only)
Password Recovery Setup

Choose at least one password recovery method to set up. (The more recovery options the better!)

- **Mobile Phone:** Enter your number and a code will be texted to your phone for verification

- **Email:** Use a **personal** email address where the email can be delivered. This is used only for password recovery.

- **Questions:** Answer any of the predefined questions or create your own. Just know that if you ever have to use this method, the answers must match exactly.

Password Recovery Setup

You are required to set up password recovery to proceed.

Logout   Set Up Recovery

My Profile Settings   ✕

General   Themes   App Passwords   Auto Launch   Sign-In Options   Recovery   Security

LaunchPad Password Recovery
You may configure and use any combination of these options.

| Mobile Phone | Email | Questions |
| Disabled | Disabled | Disabled |