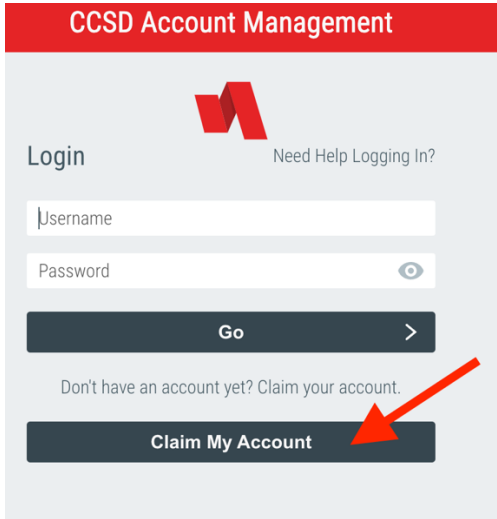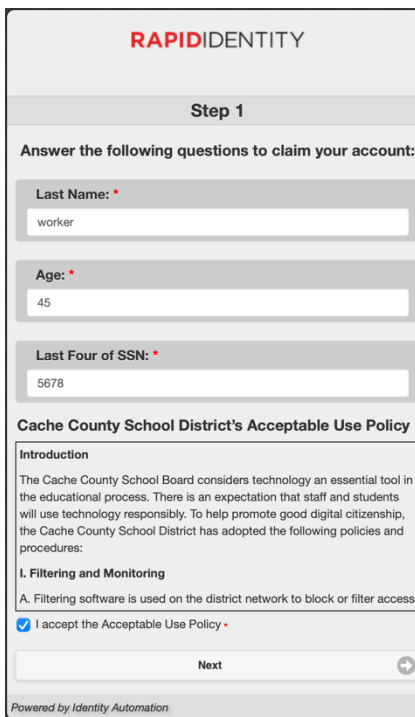# HOW TO CLAIM MY ACCOUNT

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

1. Go to the website https://users.ccsdut.org.

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".

   RAPIDIDENTITY

   Step 2

   Update Your Password

   Password Policy

   You must choose a password that is at least 12 characters long. It cannot contain your name, or spaces. The new password cannot be the same as your previous 4 passwords.

   Be sure to remember the password you enter as it will not be displayed.

   | New Password | |
   | Verify Password | |

   | 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".

   RAPIDIDENTITY

   Password Change Complete

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

   → **workerp**

   Answer three or more of the following questions. Each answer must be three or more characters, and must be unique.

   Pre-Defined Questions

   What was your childhood nickname?
   Enter your answer

   What is the first name of your childhood best friend?
   Enter your answer

   What is the middle name of your oldest child?
   Enter your answer

   What is the mascot for your favorite sports team?
   Enter your answer

   What is your favorite sport?
   Enter your answer

   What was your favorite food as a child?
   Enter your answer

   What is the model of your first car?
   Enter your answer

   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).