

Claiming Your NCEd Cloud Account

NOTE: You will need your UID number which can be obtained from your School Data Manager once you have been set up in Payroll.

1. Go to <http://my.ncedcloud.org/>
2. Click on Claim My Account at the bottom
3. On the Claim Account Policies page, click Next
4. Step 1
 - a. Enter your birthdate - YYYYMMDD
 - b. Enter in 250 for LEA
 - c. Enter in PowerSchool ID Number as your Staff UID. This will be your Username.
 - d. Enter the CAPTCHA for the picture OR prove that you are not a robot.
 - e. Click Next
5. Step 2
 - a. Create and type your password twice.
 - i. It must be between 8-16 characters with 1 capital letter, 1 lower case letter, and 1 number.
 - ii. It may indicate that your passwords do not match until you type it a second time.
 - b. Click Next
6. Record your Username: _____ and
Password: _____
7. Answer 5 of the 10 Pre-Defined Questions.
 - a. Record your responses:

 - b. Click Next
8. You have claimed your NCEd Cloud Account. To log into your NCEd Cloud Account, visit <http://my.ncedcloud.org/>.