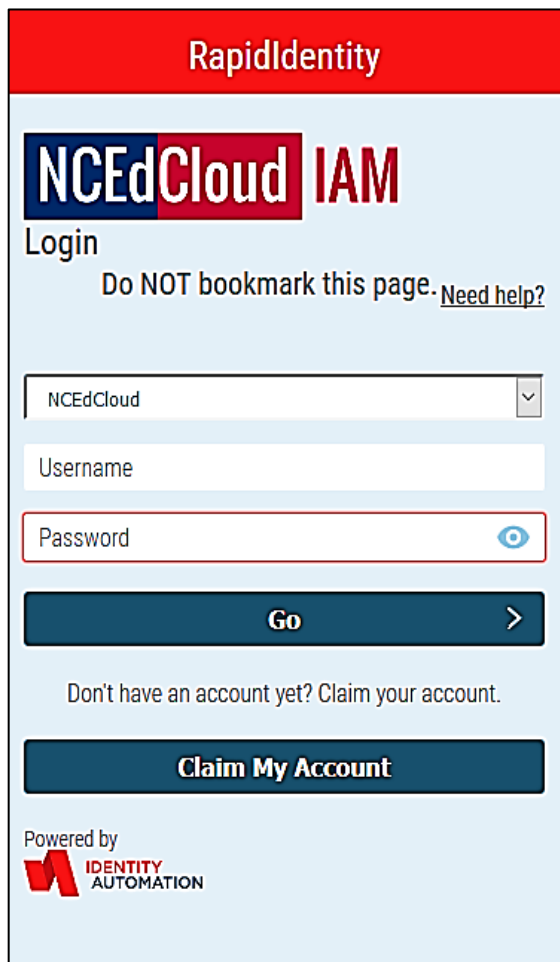


Step 1:



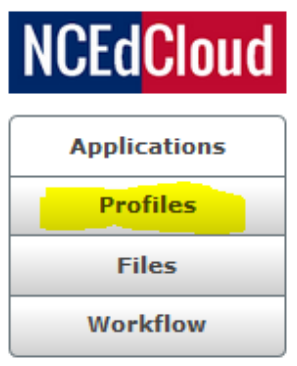
Click on a new browser tab & type **my.ncedcloud.org**



A screenshot of the NCEdCloud IAM login page. The page has a red header with the text "RapidIdentity". Below the header is the "NCEdCloud IAM" logo. The page is titled "Login" and includes a warning: "Do NOT bookmark this page. [Need help?](#)". There is a dropdown menu with "NCEdCloud" selected. Below that are input fields for "Username" and "Password". A "Go" button with a right-pointing arrow is positioned below the password field. At the bottom, there is a link: "Don't have an account yet? Claim your account." and a "Claim My Account" button. The footer says "Powered by IDENTITY AUTOMATION" with a logo.

Step 2:

Type your current Username (UID#) and your current password and click Go.



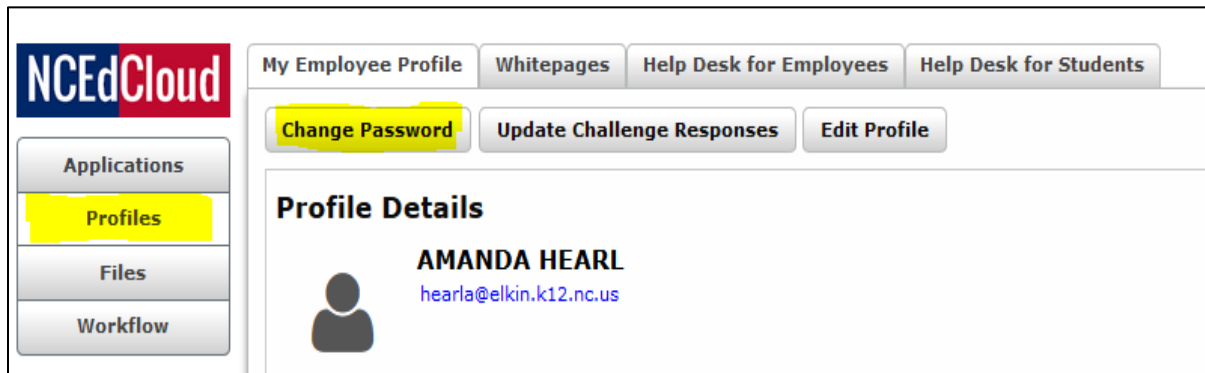
Step 3:

Once you are logged in, click "Profiles" at the top left.

Click this before logging into any applications.

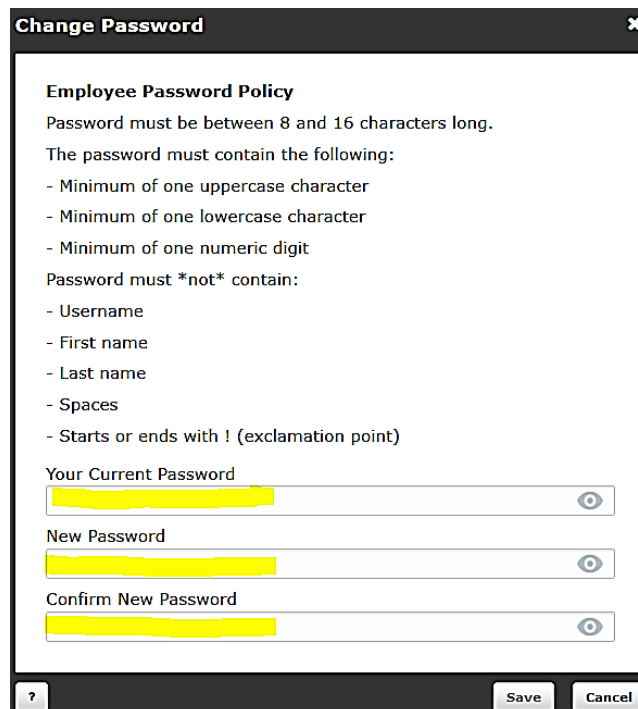
Step 4:

Once you click on the “Profiles” tab, you will see “Change Password” as an option.



Step 5:

Click on “Change Password” and follow the instructions in the POP UP window. The password is Case Sensitive.



The 'Change Password' pop-up window displays the following information:

Employee Password Policy
Password must be between 8 and 16 characters long.
The password must contain the following:

- Minimum of one uppercase character
- Minimum of one lowercase character
- Minimum of one numeric digit

Password must *not* contain:

- Username
- First name
- Last name
- Spaces
- Starts or ends with ! (exclamation point)

Your Current Password: [Redacted]

New Password: [Redacted]

Confirm New Password: [Redacted]

Buttons: [?] [Save] [Cancel]