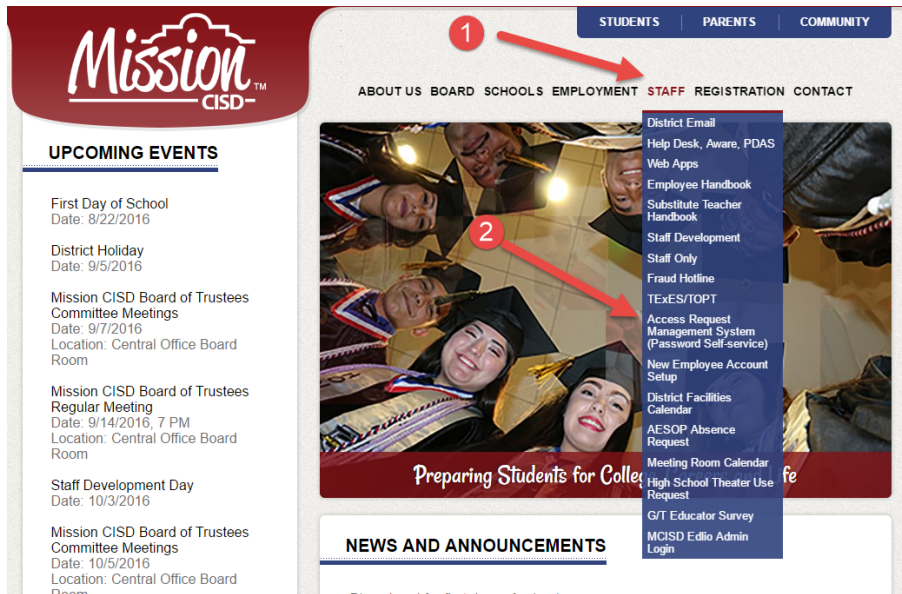


# Claiming Your Account on ARMS (Access Request Management System)

1. Please visit [www.mcisd.net](http://www.mcisd.net) and go to Staff > Access Request Management System



2. Click on the link "Claim My Account" (Fig 1)

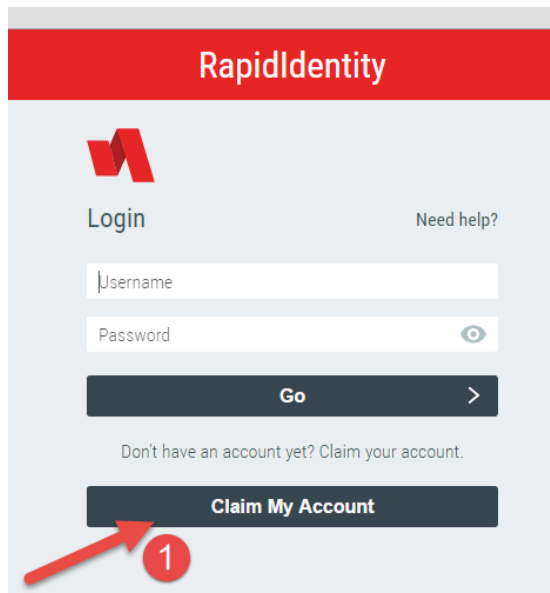


Fig 1

3. Enter Employee ID, Driver License number, and last 4 digits of your Social. You must agree to the MCISD AUP in order to claim your account. Press Next. (Fig 2)

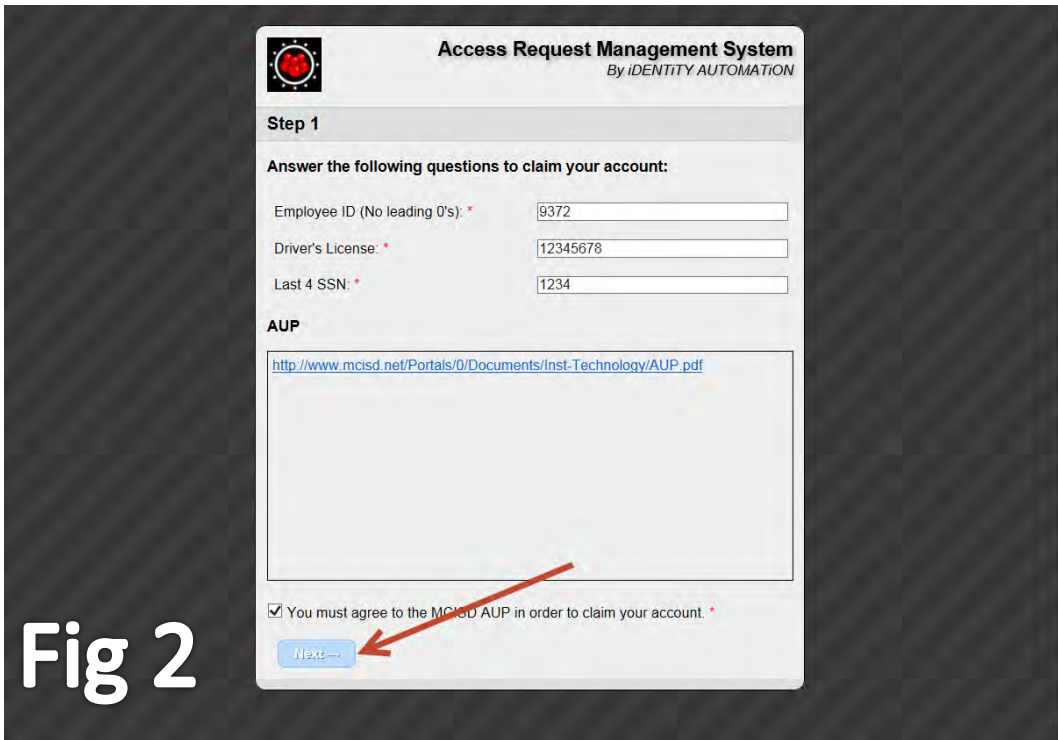


Fig 2

4. Enter password. (Fig 3)  
*Note: Enter a new password as long as it meets the minimum password required length of 8 characters. This password will be used for all of your accounts Ex. Computer Login, Email, and Google.*

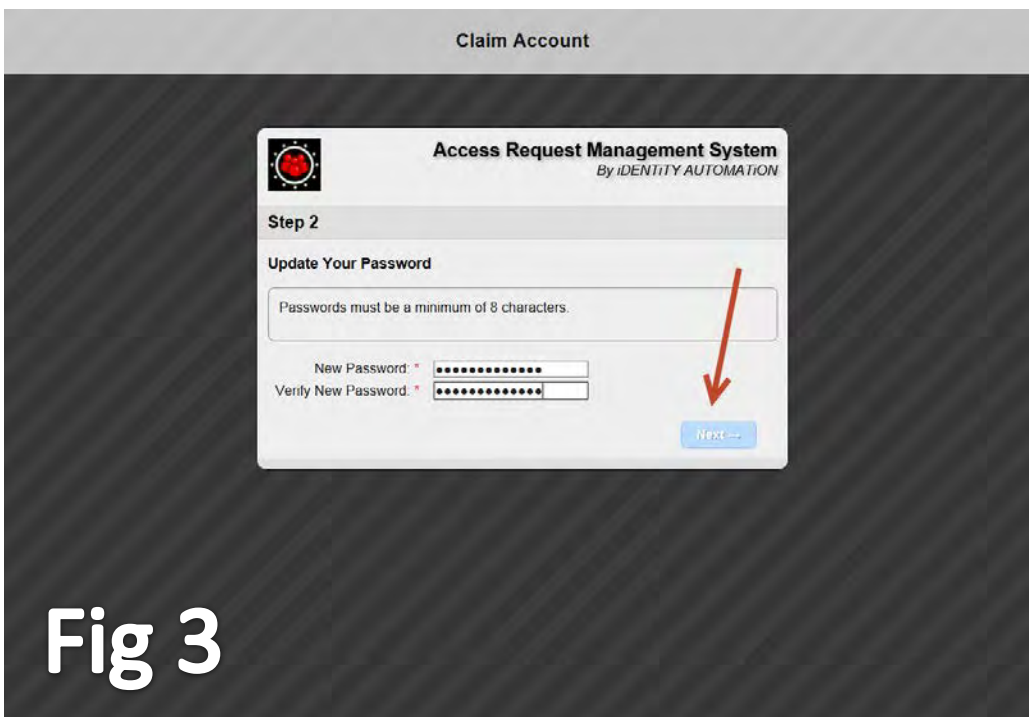
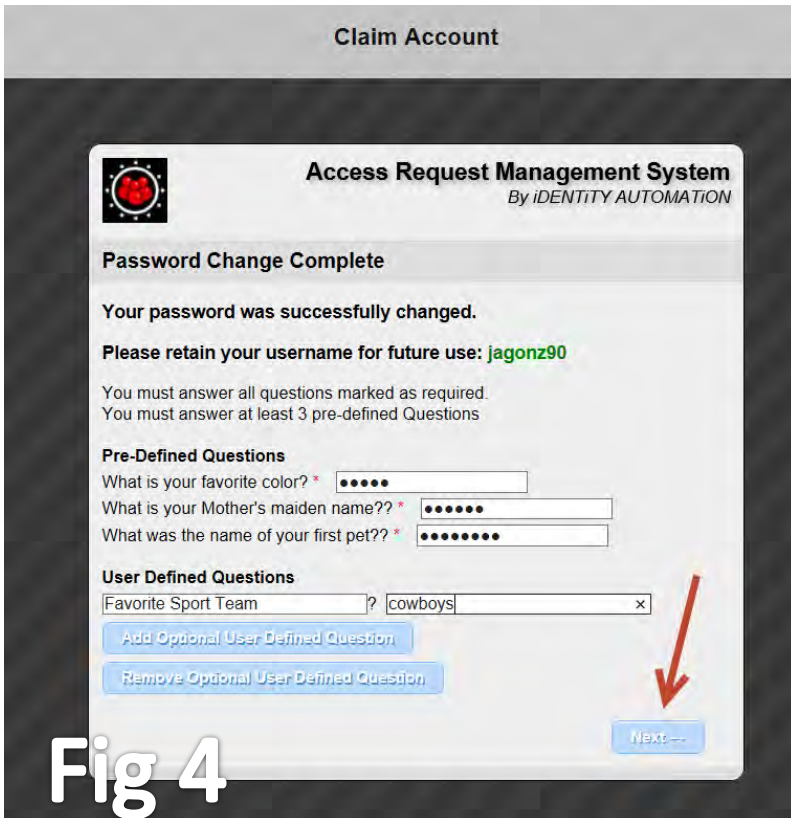


Fig 3

5. You need to answer 3 pre-defined questions and have the option to add your own defined question. This is to be able to reset your password in the future if needed. Press Next (Fig 4)



6. You should receive the following message if your challenge questions were successfully updated.

