

To claim your account, please do the following.

To verify your UID, please go to your Data Manager and have them go to <http://www.nhcs.net>, click on Staff Portal & login, then on the left, scroll down and click the link for “Look Up My CEU’s / UID”. You will need to enter either your Social Security Number, or your Payroll ID, and then select “Lookup”.

### **Continuing Education Employee History**

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Enter SSN:

Enter Payroll Emp ID:

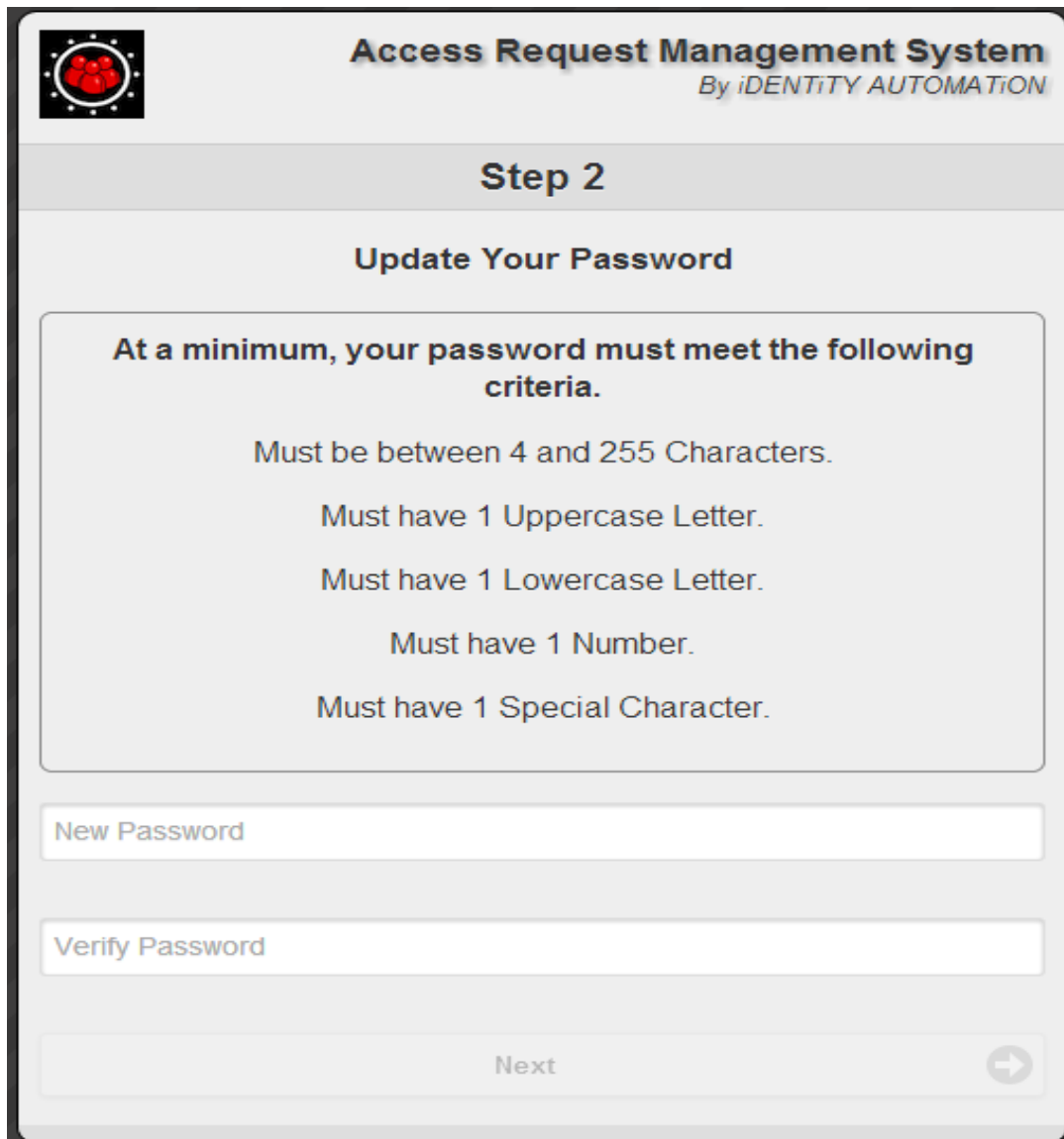
UID:

Once you have identified your 10 digit UID, proceed to the account management website at <https://iam.nhcs.net/arms/claim/step1>

You will be prompted for your Last Name, Date of Birth and Employee UID. You will also need to check to accept the terms of the NHCS AUP before proceeding.

The screenshot shows a web form titled "Access Request Management System" by iDENTITY AUTOMATION. It is labeled "Step 1" and asks the user to "Answer the following questions to claim your account:". There are three input fields: "Last Name (Try various formats if necessary): \*", "DOB (YYYY-MM-DD): \*", and "Employee UID: \*". Below these is a section for the "Acceptable Use Policy" with a link to "Click Here for the NHCS Acceptable Use Policy". At the bottom, there is a checkbox for "Check to accept the terms of the NHCS AUP. \*" and a "Next" button with a right arrow.

You will now be prompted to change your password, please pay close attention to the minimum password criteria.



The screenshot shows a web interface for the "Access Request Management System" by iDENTITY AUTOMATION. The page is titled "Step 2" and "Update Your Password". It lists four password criteria: length (4-255 characters), one uppercase letter, one lowercase letter, one number, and one special character. Below the criteria are two input fields: "New Password" and "Verify Password". At the bottom, there is a "Next" button with a right-pointing arrow.

**Access Request Management System**  
By iDENTITY AUTOMATION

## Step 2


### Update Your Password

**At a minimum, your password must meet the following criteria.**

- Must be between 4 and 255 Characters.
- Must have 1 Uppercase Letter.
- Must have 1 Lowercase Letter.
- Must have 1 Number.
- Must have 1 Special Character.

New Password

Verify Password

Next 

You can add optional user defined questions, but you must answer what your favorite color is. This will help you with password recovery in the future.



## Password Change Complete

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

Please retain your username for future use:

You must answer all questions marked as required.  
You must answer at least 1 pre-defined Questions

### Pre-Defined Questions

What is your favorite color? \*

### User Defined Questions

Add Optional User Defined Question

Remove Optional User Defined Question

Next





## Access Request Management System

By iDENTiTY AUTOMATiON

### Complete

Your challenge questions were successfully updated.

Please retain your username for future use: [REDACTED]

**Claim successful!**

You have successfully claimed your account.