

RAPID IDENTITY PORTAL

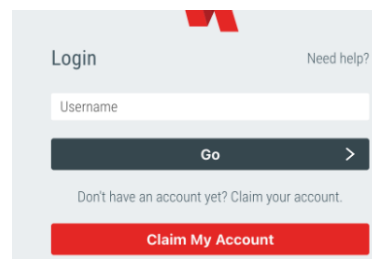
Step #1: Claim Your Account

PLEASE READ ALL INSTRUCTIONS BEFORE YOU BEGIN!

To protect our staff and systems against cybersecurity threats, Roseville Area Schools is implementing Rapid Identity, an identity management system. To increase network security, all staff sign ons will go through Rapid Identity. Step #1 in the implementation is for each and every staff member to "claim" their account. Please complete the following steps while you are on the district network (in other words, NOT from home). Important: Be aware that may take up to 30 minutes for your information to sync with your devices:

To setup your email account for the first time you must claim your 623 network account. Please follow the steps below.

1 Go to <https://portal.isd623.org> and select "Claim My Account"



2 Enter your email user ID and birthdate. (Notes: For most staff, the **user ID is the first five letters of their last name, the first three letters of their first name, and 000**. Birthdate must be in yyyy-mm-dd format.)
dashes are required

3 You will be prompted to change your password. The new password must be at least 10 characters long and include all four types of characters (capital letters, lowercase letters, numbers, and special characters). (Note: This new password will be your new password for logging on to your computer, accessing email via your phone, signing into the staff portal, etc. Keep your password a secret!)

4 Answer at least three of the challenge questions. Please remember your responses as they will be required if you forget your password.

Thank you! You have now completed Step #1. You may close the window and log into the district network with your new password. We will provide information about Step #2 at a later date. If you have any problems or questions, please contact the district help desk at helpdesk@isd623.org.