

How to claim your new Pendleton County account!

For Current PCSD Staff - 2026



K12 Identity Management System

Welcome to Your Digital Identity

Dear %firstName%,

VISION:

To implement a state-funded K12-Centric Identity Management Framework serving all public school district students, teachers, and staff.

PRIMARY GOALS:

- Establish a **single secure identity** for all students, teachers, and staff
- Automate the **timely creation and removal** of these identities by integrating directly with MUNIS (staff) and Infinite Campus (students)
- Deliver **K12-Centric** features and functions
- Establish **role-appropriate** cybersecurity standards and **protective identity** security measures

To ensure a smooth onboarding process, please find your account information and next steps below.

YOUR ACCOUNT INFORMATION

WARNING: Please keep this information private and confidential, as unauthorized access may allow someone else access into your %DistrictName% account.

Full Name	%firstName% %lastName%
Username	%Username%
Employee ID	%EmployeeID%
District Email Address	%EmailAdress%
Claim Code	%ClaimCode%

START YOUR ACCOUNT CLAIM PROCESS

Click the button above to begin setting up your RapidIdentity account.

RESOURCES AND LINKS

- [Claim Account Resource](#)
- [Multi Factor Authentication FAQs and Resources](#)
- [Internal District FAQ and Resources](#)

FOR ADDITIONAL ASSISTANCE AND SUPPORT

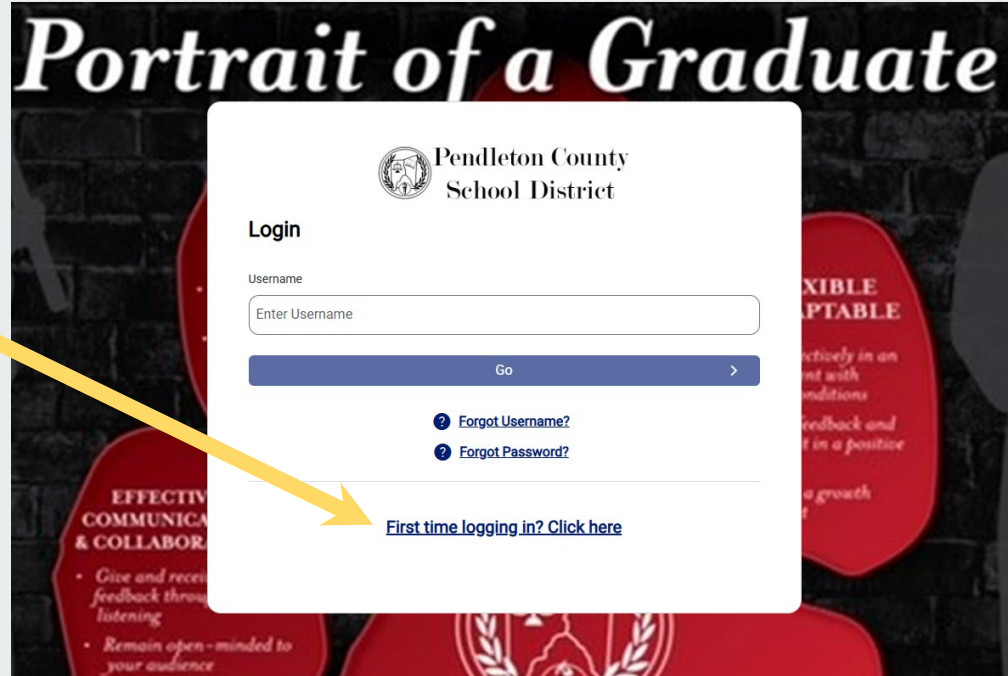
District Schools Technology Help Desk can be contacted at [PCS Helpdesk Ticket](#)
Support Hours: 7:30am - 4:30pm

Step 1: Receive your Claim Email

- You will receive a personalized email from noreply@rapididentity.com with the Subject **“Welcome to Pendleton County School District”** that contains a unique code linked to your user information. The email will be similar to the example displayed on the left.
- Highlight and copy the Claim Code from the email message to use later.**
- Your information and claim code will appear in the **red highlighted** area. Please ensure the email address displayed is correct and belongs to you.
- After confirming that the email is intended for you, click the 'Start Your Account Claim Process' button to proceed.

Login:

- Click on first time logging in



The background of the slide is a dark image with the title "Portrait of a Graduate" in a large, white, serif font at the top. Below the title, there are several red, rounded rectangular shapes containing white text. On the left, one shape says "EFFECTIVE COMMUNICATION & COLLABORATION" followed by bullet points: "Give and receive feedback through listening" and "Remain open-minded to your audience". On the right, another shape says "FLEXIBLE ADAPTABLE" followed by "Actively in an environment with conditions" and "feedback and it in a positive" and "a growth".

Pendleton County School District

Login

Username

Enter Username

Go >

[Forgot Username?](#)

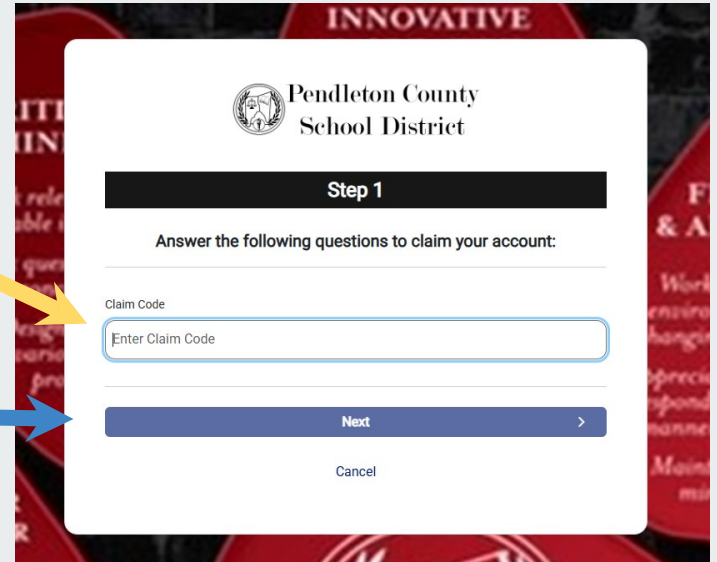
[Forgot Password?](#)

[First time logging in? Click here](#)

Step 1: Enter Your Information

- Claim your account using your
 - Claim Code

Click next....



The screenshot shows a web interface for Pendleton County School District. At the top, the district's logo and name are displayed. Below this, a black bar with the text "Step 1" indicates the current stage. A prompt asks the user to "Answer the following questions to claim your account:". A form field labeled "Claim Code" is present, with a placeholder text "Enter Claim Code". Below the form field is a blue button labeled "Next" with a right-pointing chevron. At the bottom of the form area is a "Cancel" link. A yellow arrow from the "Claim Code" bullet point in the text above points to the "Claim Code" input field. A blue arrow from the "Click next...." text points to the "Next" button.

Step 2: Setting Password

Pendleton County
School District

Step 2

Update Your Password

Default Password Policy

Your password should be at least 15 characters long and contain at least 1 of each of the following:

- Upper case character
- Lower case character
- Number
- Special character (e.g. !@#\$%^&*)

However, you cannot use the words 'school name', 'employee ID', 'social security number', 'first name', 'last name', or 'email address'.

A phrase password is strongly recommended. For Example: I love my job!!

New Password

Enter New Password

Password does not meet requirements.

Confirm New Password

Enter Confirm New Password

Your new password MUST be:

- ☐ 15-255 characters long

Your new password MUST meet 3 of the following (0/3 met):

- ☐ Minimum 1 lowercase letter
- ☐ Minimum 1 number
- ☐ Minimum 1 special character
- ☐ Minimum 1 uppercase letter

Do NOT use:

- ☐ Restricted Patterns
- ☐ Restricted Words

Do NOT use attribute(s):

- AD Username
- Employee ID
- Last Name
- SIS ID
- Usernames
- First Name
- Email

- Try using your current password.
 - However, if it does not work, you must create a strong password:
 - At least 15-character password long
- Meet 3 of the following:
- Uppercase character
 - Lowercase character
 - Number
 - Special Character (e.g. !@#\$%^&*)

I recommend using a sentence.



Your password can't contain any of the following:

givenName, short name, mail, usernames, employeeID, studentID, district name, SSID, "password", generic password or easily guessed formulated patterns.

See next slide for additional information....

Step 2: Setting Password

 Pendleton County
School District

Step 2

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However, you cannot use the words 'school name', 'employee ID', 'social security number', 'first name', 'last name', or 'email address'.

A phrase password is strongly recommended. For Example: I love my job!!

New Password

Confirm New Password

Your new password MUST be:

- 15-255 characters long

Your new password MUST meet 3 of the following (4/3 met):

- Minimum 1 lowercase letter
- Minimum 1 number
- Minimum 1 special character
- Minimum 1 uppercase letter

Do NOT use:

- ☐ Restricted Patterns
- ☐ Restricted Words

Do NOT use attribute(s):

- AD Username
- Employee ID
- Last Name
- SIS ID
- Usernames
- First Name
- Email

Next >

- When you see all green checks and passwords match, click Next



Step 2: Setting Password

 Pendleton County
School District

Step 2

Update Your Password

Default Password Policy

Your password should be **at least 15 characters** long and contain **at least 1 of each of the following**:

- Upper case character
- Lower case character
- Number
- Special character (e.g. !@#%*&*)

New Password

Confirm New Password

Passwords do not match

Your new password MUST be:

- ✓ 15-255 characters long
- ✓ Minimum 1 lowercase letter
- ✓ Minimum 1 number
- ✓ Minimum 1 special character
- ✓ Minimum 1 uppercase letter

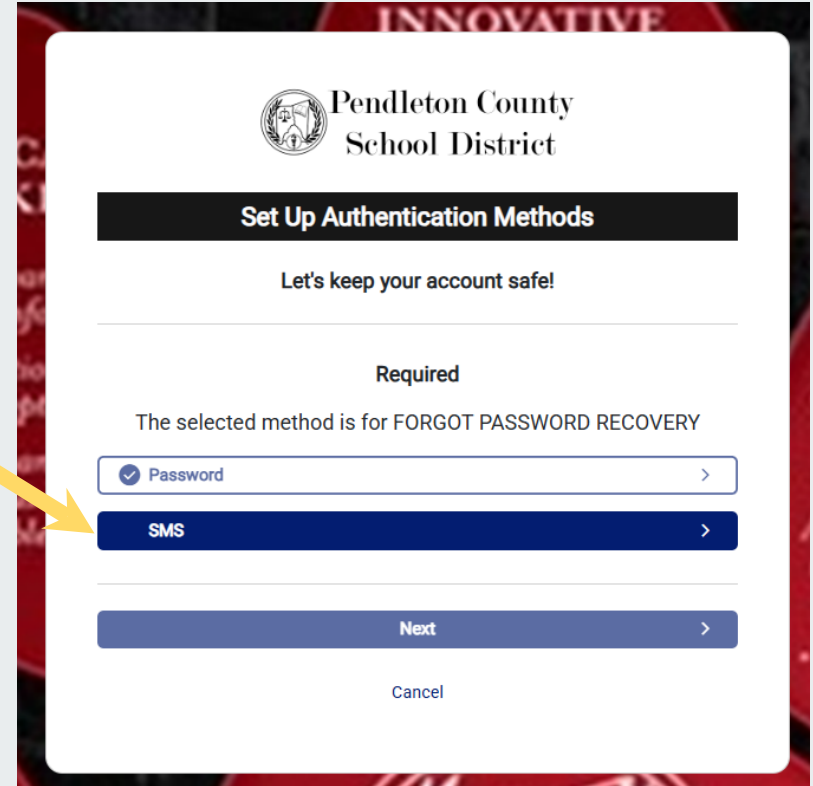
Next

Cancel

- **WARNING** If you changed your password, the new password will be used for future logins, both online and district computers (district mobile devices will need to connect to our network to make the change).
- Please allow approximately 5 to 10 minutes for the systems to synchronize. After the change, you will need to log back into various programs and applications, including Microsoft, Google, email, and other apps.

Step 3: Setting up FORGOT PASSWORD

Click SMS method to set up
FORGOT PASSWORD Recovery
method



 Pendleton County
School District

Set Up Authentication Methods

Let's keep your account safe!

Required

The selected method is for FORGOT PASSWORD RECOVERY

☒ Password >

SMS >

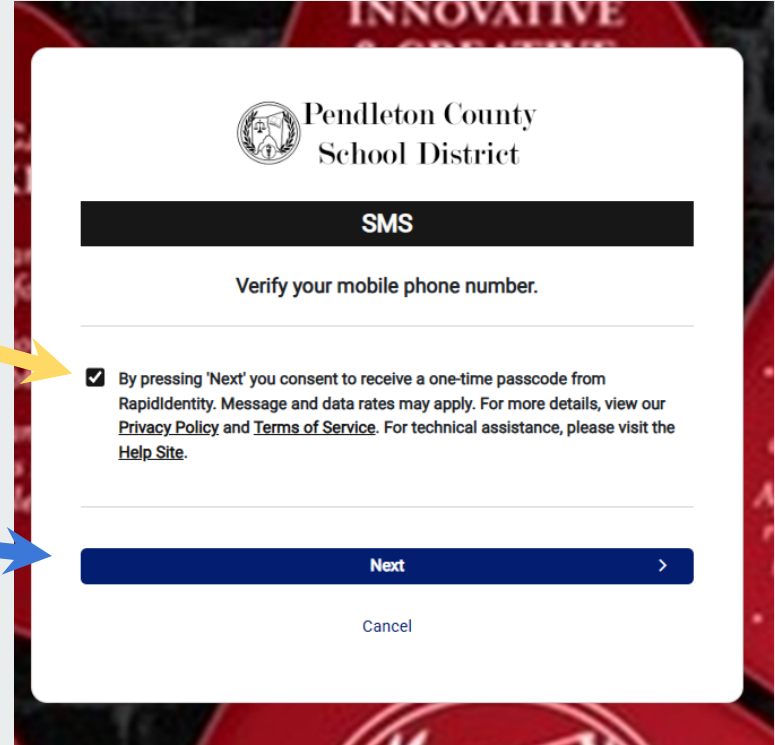
Next >

Cancel

Step 3: Setting up FORGOT PASSWORD

Check the box.

Click Next



 Pendleton County
School District

SMS

Verify your mobile phone number.

☒ By pressing 'Next' you consent to receive a one-time passcode from RapidIdentity. Message and data rates may apply. For more details, view our [Privacy Policy](#) and [Terms of Service](#). For technical assistance, please visit the [Help Site](#).

Next >

Cancel

Step 3: Setting up FORGOT PASSWORD

Click Next

The screenshot shows a mobile application interface for Pendleton County School District. At the top is the district's logo and name. Below this is a black header bar with the text 'Set Up Authentication Methods'. A message 'Let's keep your account safe!' is displayed. Under the heading 'Required', it states 'The selected method is for FORGOT PASSWORD RECOVERY'. There are two selection options: 'Password' (which is selected with a checkmark) and 'SMS'. At the bottom, there is a 'Next' button and a 'Cancel' link.

Pendleton County
School District

Set Up Authentication Methods

Let's keep your account safe!

Required

The selected method is for FORGOT PASSWORD RECOVERY

☒ Password >

☐ SMS >

Next >

Cancel

Step 3: Setting up FORGOT PASSWORD

A one-time code will be sent to the cell phone number on file. If the **last four digits are incorrect**, please contact Human Resources to update your number to continue the process.

Click Next

 Pendleton County
School District

SMS

Verify your mobile phone number.

A One Time Code has been sent to the phone number below. If you are not receiving a code, please contact your administrator for further assistance.

Mobile Phone

*** - *** - 6185

One Time Code

Enter Code

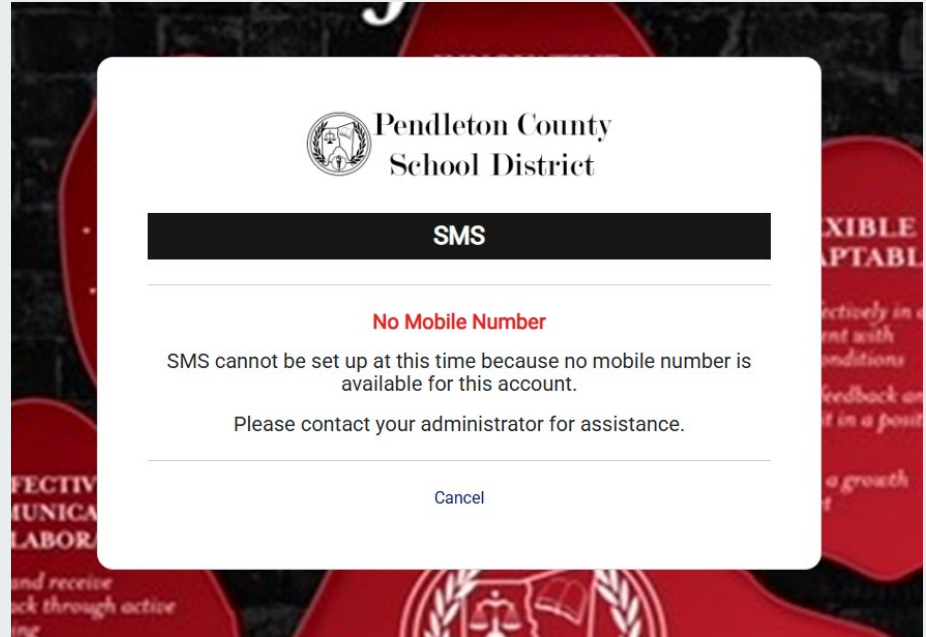
[Resend Code](#)

[Next](#) >

[Cancel](#)

Step 3: Setting up FORGOT PASSWORD

If you receive this message, you will need to contact Human Resources to update your number to continue the process.



Step 3: Setting up FORGOT PASSWORD

Click Next

The screenshot shows a mobile app interface for Pendleton County School District. At the top is the district's logo and name. Below that is a black header with the text 'Set Up Authentication Methods'. The main content area has the heading 'Let's keep your account safe!' followed by a 'Required' section. It states 'The selected method is for FORGOT PASSWORD RECOVERY'. There are two selection boxes: 'Password' and 'SMS', both with checkmarks and right-pointing chevrons. At the bottom is a large blue 'Next' button with a chevron, and a smaller 'Cancel' link below it.

Pendleton County School District

Set Up Authentication Methods

Let's keep your account safe!

Required

The selected method is for FORGOT PASSWORD RECOVERY

☒ Password >

☒ SMS >

Next >

Cancel

Step 4: (Optional) Setting up the Authentication App

The primary multi-factor authentication (MFA) method is via SMS. For an alternative, choose Google Authenticator or a similar OTP device as a secondary option. **The authenticator**

app MUST be installed on your mobile device before continuing. Open the authentication app (click on the "+" symbol) to add RapidIdentity. The app name will be "null" – you can update the name once it is set up.

If you do not wish to select an alternative option, please click Next.

INNOVATIVE

 Pendleton County School District

Set Up Authentication Methods

Let's keep your account safe!

Additional

You may set up these as alternative methods to access your account.

[Google Authenticator Or Similar OTP Device](#) >

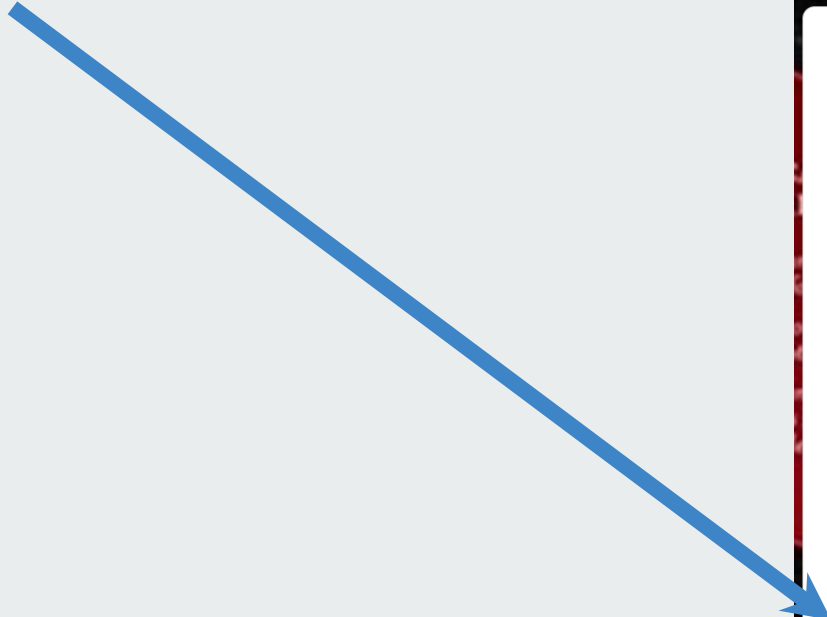
[Next](#) >

[Cancel](#)

CONGRATULATIONS!!!!!!!

You should receive the following message saying you successfully claimed your account!

Click Next!

A screenshot of a web interface for Pendleton County School District. At the top is the district's logo and name. Below is a 'Summary' section with a black header. The text 'Here's an overview of what we just set up!' is followed by a 'Required Methods' section. This section states that the user has successfully configured methods to access their account and lists 'Password' and 'SMS' as required, each with a checkmark icon. Below this is an 'Additional Methods' section with the instruction: 'The order of the methods below will be the order in which they appear during login.' It lists 'Google Authenticator Or Similar OTP Device' with a right arrow. At the bottom is a dark blue 'Next' button with a right arrow.

 Pendleton County
School District

Summary

Here's an overview of what we just set up!

Required Methods

You have successfully configured the following required methods in order to access your account.

- ☒ Password
- ☒ SMS

Additional Methods

The order of the methods below will be the order in which they appear during login.

- Google Authenticator Or Similar OTP Device >

Next >

Logout

You will come to a dashboard with Bookmarks, which is still under development.

Click your Name

Click Logout

