myaccount.ccsd.net
Staff Only – Claim your Account Information

- Launch a web browser and go to the following website: myaccount.ccsd.net.

- If this is your **first** visit to this site, select the **Staff Only - Claim Your Account Information** option.
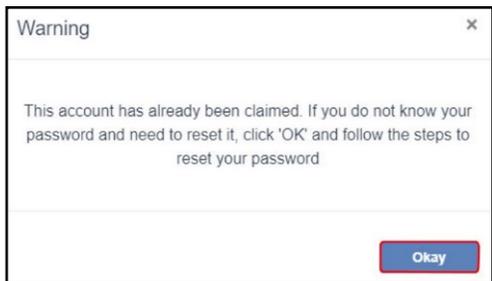
** This will allow you to add a phone number (SMS Text) and a non-CCSD email address for resetting your Active Directory (AD) password. **
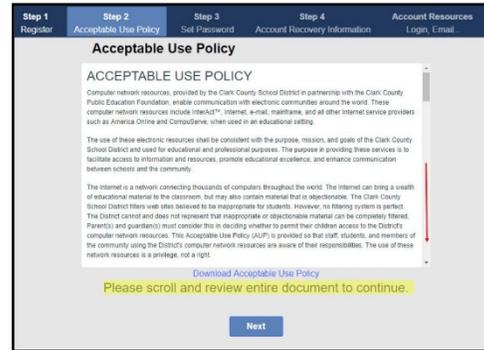

1. Complete this form, to include checking the "**I'm not a robot**" box.

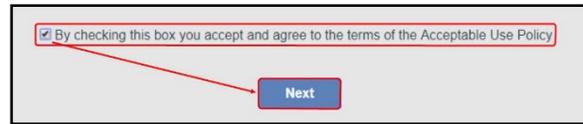

** If you receive this message, your account has been previously claimed account. **

2. Review the **Acceptable Use Policy (AUP)**.

3. You will need to scroll down to the bottom of the AUP and check the box, then select **Next**.

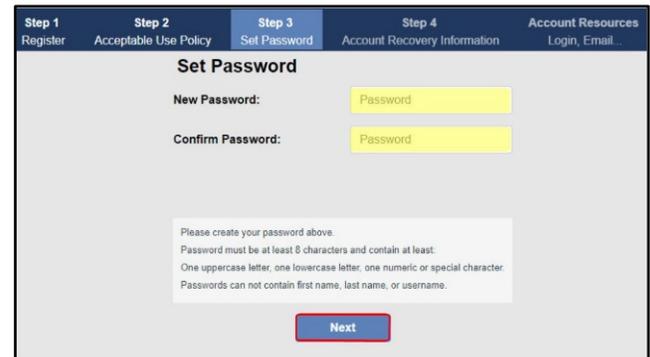
** If you receive this message, the box is not checked. Scroll to the bottom of the document and select the box. **

4. Set your password by typing and confirming your password in the boxes provided.

** Please, review the password criteria shown in this window **

5. When complete, select **Next**.

6. Complete the **Account Recovery Information** page.

Adding a recovery mobile phone number and a non-work email (personal) email address will aid in resetting a forgotten password.

7. When complete, select **Save and Finish**.

8. Review the confirmation page, then select **Done**.

Updating Recovery Information

You may update your recovery (non-work) email or mobile phone number by accessing the **Employee Self Service website**, **ess.ccsd.net**, and selecting **(change)** in the **Password Reset** section.

If you have any problems or questions about resetting your Active Directory (AD) password, please see your Site Based Technician or contact the USS Help Desk at 702-799-3300.