

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.

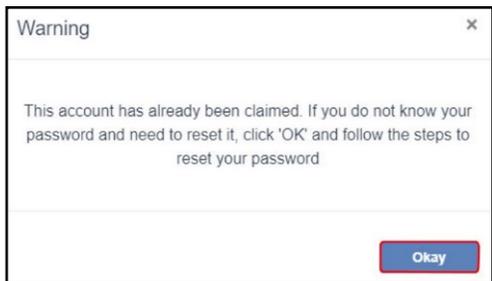
**** This will allow you to add a phone number (SMS Text) and a non-CCSD email address for resetting your Active Directory (AD) password. ****



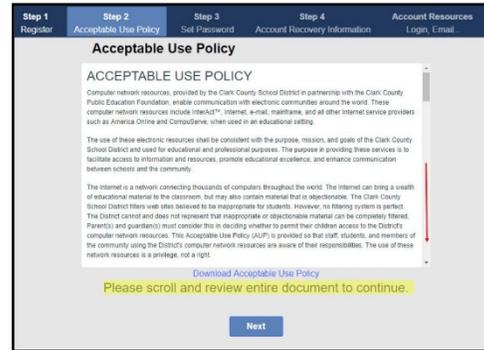
- Complete this form, to include checking the **“I’m not a robot”** box.



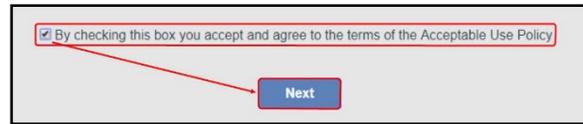
**** If you receive this message, your account has been previously claimed account. ****



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



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



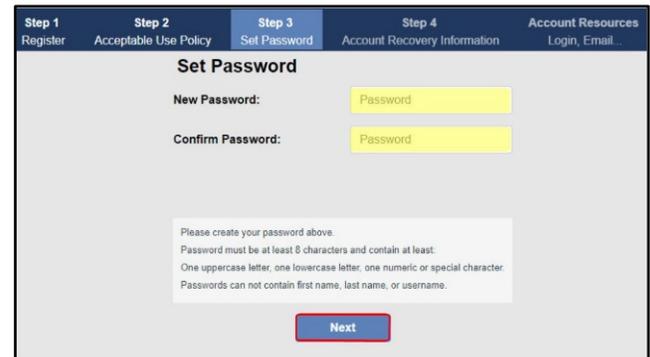
**** If you receive this message, the box is not checked. Scroll to the bottom of the document and select the box. ****



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

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

- 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**.

The screenshot shows the 'Account Recovery Information' page. At the top, there is a navigation bar with five steps: Step 1 (Register), Step 2 (Acceptable Use Policy), Step 3 (Set Password), Step 4 (Account Recovery Information), and Account Resources (Login, Email...). The main content area has the title 'Account Recovery Information'. Below the title, there are two input fields: 'Mobile Phone:' and 'Non-Work Email:'. Both fields are highlighted in yellow. Below these fields, there is a small text box that says 'This information will be used for future password reset requests.' At the bottom of the page, there is a red button labeled 'Save and Finish'.

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

The screenshot shows the 'Account Resources' page. At the top, there is a navigation bar with five steps: Step 1 (Register), Step 2 (Acceptable Use Policy), Step 3 (Set Password), Step 4 (Account Recovery Information), and Account Resources (Login, Email...). The main content area has the title 'Account Resources'. Below the title, there are five input fields: 'Name:' (with sub-label 'First and Last Name'), 'Employee Number:', 'Account Status:' (with value 'Active'), 'CCSD Standard User ID:' (with sub-label 'Active Directory Name'), and 'CCSD Email:' (with sub-label 'Email Address'). Below these fields, there is a large text box with a welcome message: 'Welcome to your new account. Now that this account has been claimed it cannot be claimed again. This is your account information including the list of resources available to you. If you cannot gain access to your resources or need further assistance please contact the Help Desk at 702-799-3300 option 2.' Below the text box, there are three links: 'User Support Guide', 'How to Login to Google', and 'User Applications'. At the bottom of the page, there is a red button labeled '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.

The screenshot shows a section with the text 'Password Reset' in blue. To its right, there is a list of items: 'Cell:', 'Email', and '(change)'. The entire list is highlighted in blue.

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.