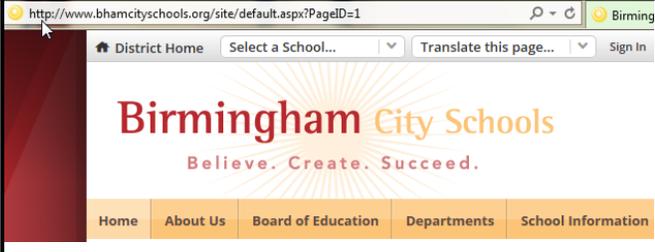
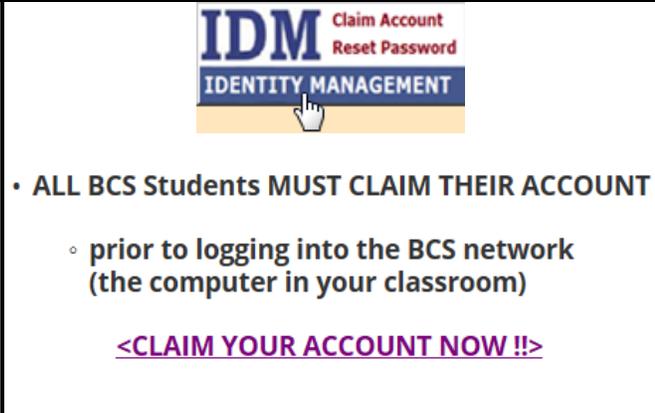
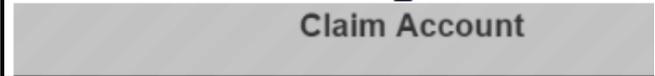
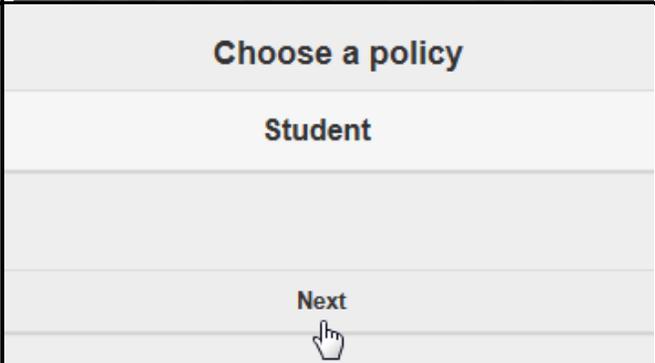


STUDENTS - How to Claim Your Account?

STEP 1	Go To BCS Website (http://bhamcityschools.org)	
STEP 2	Click the "Parents/Students" Tab	
STEP 3	Click the "Identity Management (IDM)" Tab 1. Click on "CLAIM YOUR ACCOUNT NOW!!"	
STEP 4	1. Above the Box, Go to Sentence – You can get started now just... 2. Select <Click HERE>	If you would like step by step instructions <Click HERE > - or - You can get started now just <Click HERE > 
STEP 5	Claim Account – Rapid Identity 1. Choose Policy – Select Student 2. Select Next	

<p>STEP 6</p>	<p>Claim Account – Rapid Identity</p> <ol style="list-style-type: none"> 1. Enter “Student ID” (Add an “S” with ID #). 2. Select Next 	<p>Answer the following questions to claim your account:</p> <p>Student ID: *</p> <p>S12345</p> <p>Next</p>
<p>STEP 7</p>	<p>Note: You must enter new password <u>twice</u> to verify your password.</p> <ol style="list-style-type: none"> 1. Enter New Password 2. Again, Enter New Password to Verify 3. Select Next <p>You will see password change complete and that you have successfully changed your password.</p> <p>Also, you will see your new username (s.....).</p>	<p>Update Your Password</p> <p>Passwords must be at between 8 and 16 characters and must contain at least 3 of these categories:</p> <p>UPPER</p> <p>lower</p> <p>1234567890</p> <p>!@#\$%^&*()</p> <p>Do not use your NAME or EMPLOYEE NUMBER as part of the password</p> <p>When an Error Message Displays, Continue and Enter Password Twice.</p> <p>Next</p>
<p>STEP 8</p>	<p>Security Questions</p> <ol style="list-style-type: none"> 1. Answer Security Questions (Answer a Minimum of 3) 2. Select Next 	<p>.....</p> <p>.....</p> <p>.....</p> <p>Next</p>
<p>STEP 9</p>	<p>Account Claimed.</p> <p>Click X to Exit, Top Right Screen</p>	<p>RAPIDIDENTITY</p> <p>Complete</p> <p>Your challenge questions were successfully updated.</p>