

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 1



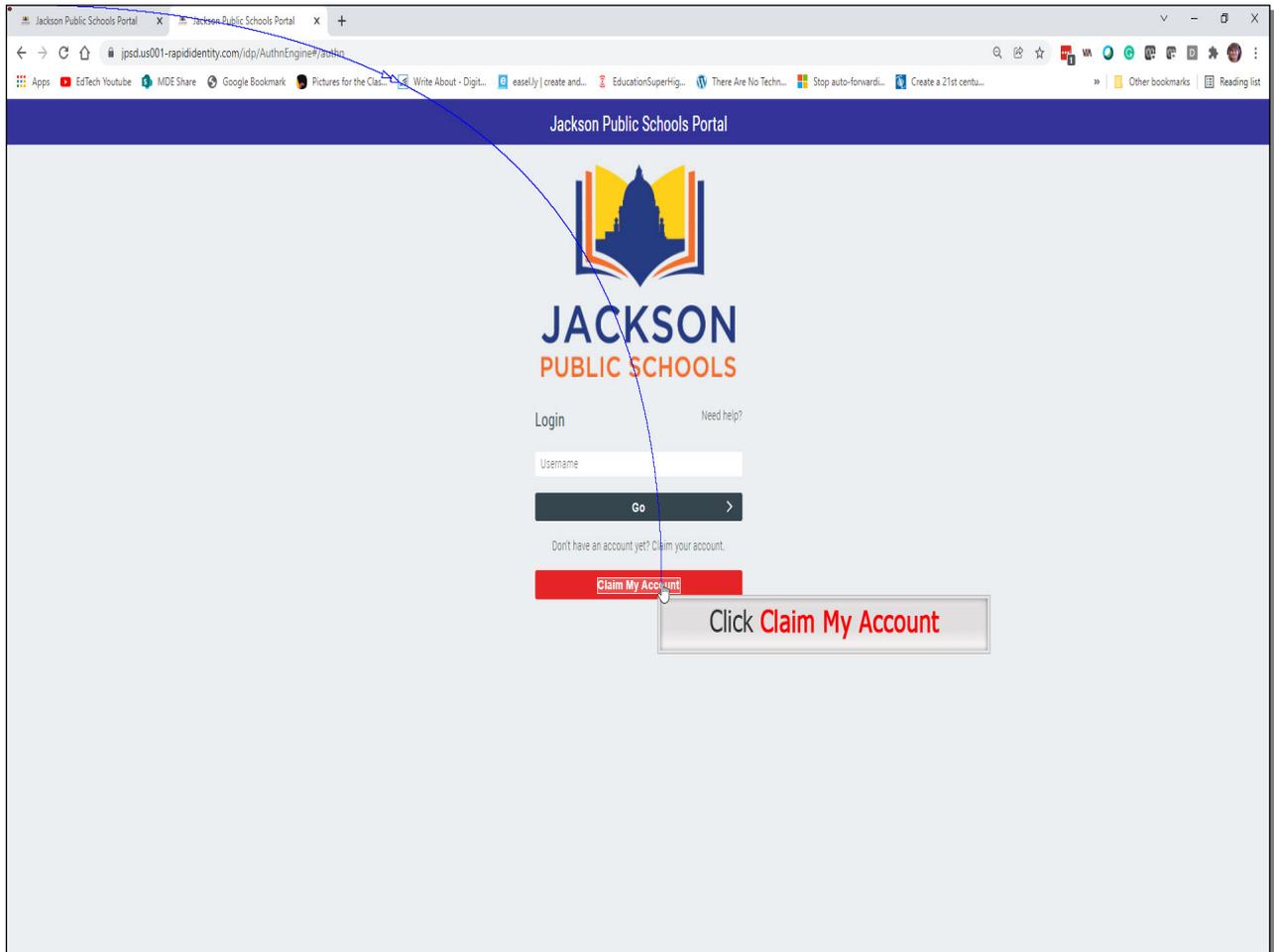
Creating Your JPS Identity Automation Portal Account

Jackson Public Schools | Information Technology Services



JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

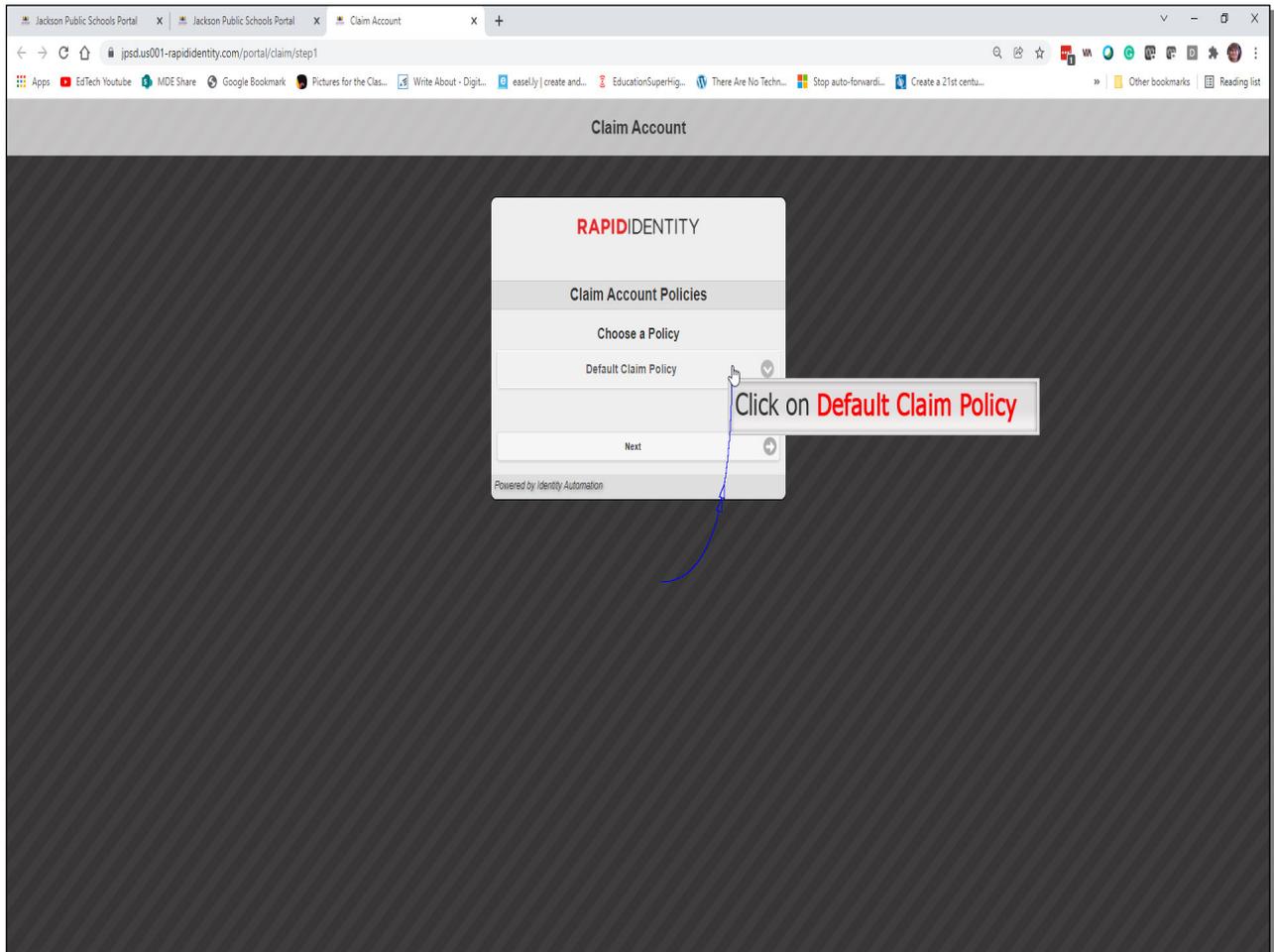
Slide 2



Click **Claim My Account**

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

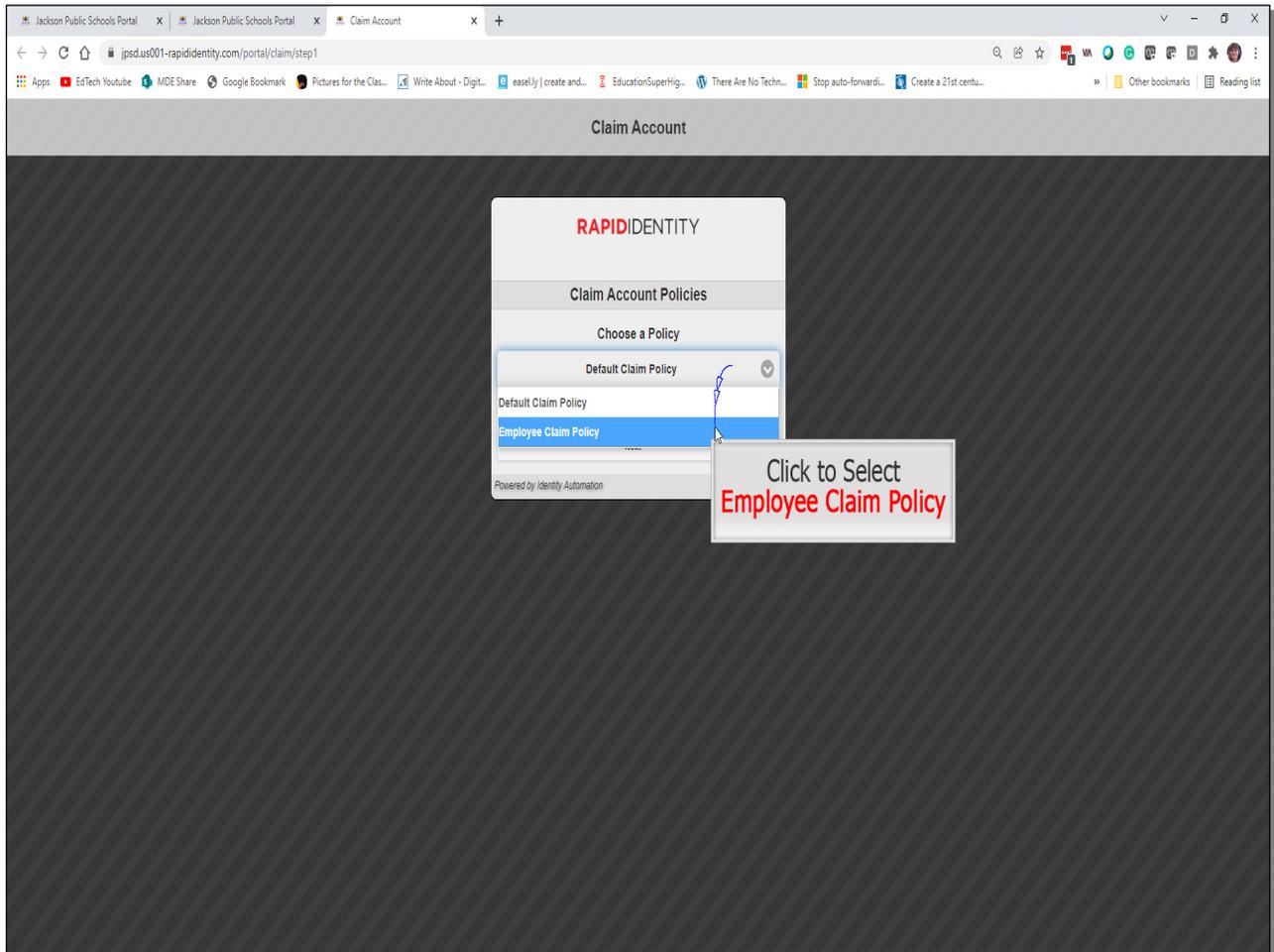
Slide 3



Click on **Default Claim Policy**

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

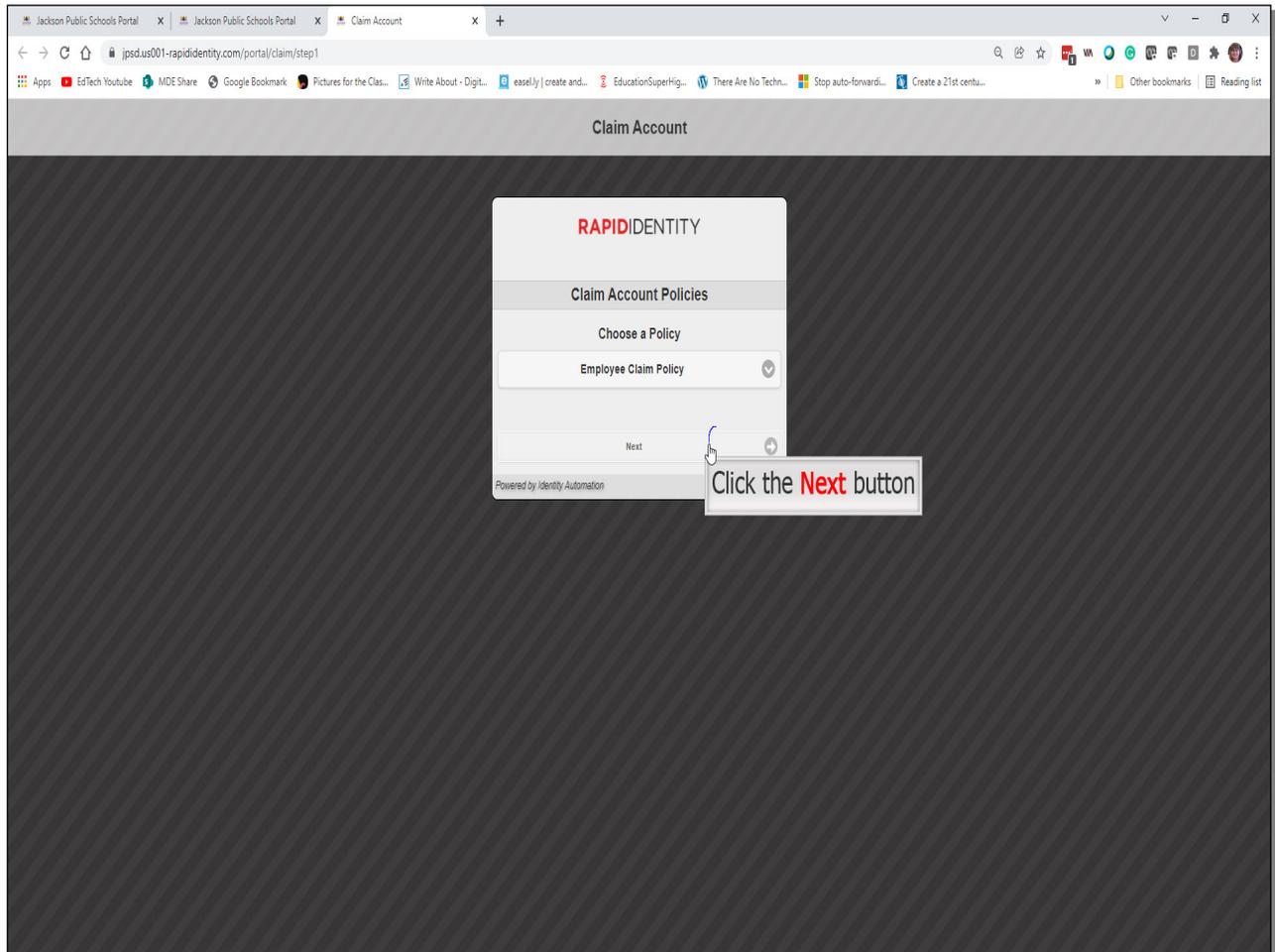
Slide 4



Click to Select **Employee Claim Policy**

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 5



Click the **Next** button

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 6

Claim Account

RAPIDIDENTITY

Step 1

Answer the following questions to claim your account

First Name: *

Last Name: *

Employee ID: *

Last Four Digits of SSN: *

Next

Powered by Identity Automation

Click inside each box and enter the required information. All information must match JPS employment records. Correct information can be found in ActiveResources.

Click inside each box and enter the required information. All information must match JPS employment records.

Correct information can be found in ActiveResources.

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 7

Employees must accept the JPS Acceptable Use Policy in order to use JPS network accounts and resources.

The **Next** button will be unavailable until the employee accepts the policy.

Jackson Public Schools Acceptable Use and Internet Safety Policy Agreement

The Jackson Public School District Acceptable Use and Internet Safety Agreement (Policy JIAA) governs the acceptable and unacceptable use of all District computing and network resources for employees and students.

Section IX states, "The use of the computer network and Internet is a privilege, not a right, and inappropriate use will result in a loss or restriction of network privileges, disciplinary action, and/or referral to legal authorities."

I understand that the use of all JPS technology resources is governed by the JPS Acceptable Use and Internet Safety Policy (JIAA) and the use of all network resources and devices is governed by that policy.

Next

RAPIDIDENTITY

Step 1

Answer the following questions to claim your account:

First Name: *

Last Name: *

Employee ID: *

Last Four Digits of SSN: *

Next

Powered by Identity Automation

After completing the required information, Click the **Next** button

After completing the required information, Click the **Next** button

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 8

The screenshot shows a web browser window with the URL `jpsd.us001-rapididentity.com/portal/claim/step2`. The page title is "Claim Account". On the left, there is a section titled "Important New JPS Password Requirements" with a bulleted list:

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters.

In the center is a form titled "RAPIDIDENTITY Step 2 Update Your Password". The form includes instructions: "Your password should be at least 12 characters long and contain at least 1 of each of the following:" followed by a list: "Upper case letter", "Lower case letter", "Number", and "Special character (e.g. !@#%&*)". Below the instructions are two password input fields: the first is masked with dots and has an "eye" icon to its right; the second is labeled "Verify Password" and also has an "eye" icon. A yellow arrow points to the "eye" icon on the first field. To the right of the form, text reads: "Click on the 'eye' to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes." At the bottom of the form is a "Next" button and a "Powered by Identity Automation" logo.

Important New JPS Password Requirements

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters. Passphrases are encouraged!

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes.

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 9

Important New JPS Password Requirements

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters.

Passwords must meet all conditions and they must match before you can continue!

RAPIDIDENTITY

Step 2

Update Your Password

Your password should be at least 12 characters long and contain at least 1 of each of the following:

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

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes.

Select the **Verify New Password** text box to enter the new password again.

Passwords must meet all conditions and they must match before you can continue!

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters. Passphrases are encouraged!

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes.

Select the **Verify New Password** text box to enter the new password again.

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 10

Important New JPS Password Requirements

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters.

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it to ensure it meets the requirements and is the same in both boxes.

RAPIDIDENTITY

Step 2

Update Your Password

Your password should be at least 12 characters long and contain at least 1 of each of the following:

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

Users will not be able to click on the Next button until the password meets all of the rules and is correct in both boxes.

Click the **Next** button

Users will not be able to click on the Next button until the password meets all of the rules and is correct in both boxes.

Click the **Next** button

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 11

After successfully resetting the password, **each user must select any three of the challenge questions** from the list of question options.

These questions will be used in the event of a forgotten password and can also be used as a multi-factor authentication option.

You must answer at least 3 of the pre-defined questions below.
Answers must be between 3 and 255 characters each.

Pre-Defined Questions

- Who is your favorite character?
Enter your answer
- Who was your favorite athlete growing up?
Enter your answer
- What is your favorite fruit?
Enter your answer
- Name your favorite childhood physician?
Enter your answer
- Least favorite high-school activity?
Enter your answer
- What is your favorite car?
Enter your answer
- Favorite childhood book?
Enter your answer
- Where is the location of your greatest triumph?
Enter your answer
- What is your favorite Nickname?
Enter your answer

Click inside each response box and **enter your answers to any three questions. Only three questions are required!**

Click inside each response box and **enter your answers to any three questions. Only three questions are required!**

After successfully resetting the password, **each user must select any three of the challenge questions** from the list of question options.

These questions will be used in the event of a forgotten password and can also be used as a multi-factor authentication option.

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 12

Click on the "eye" to see your password as you type. This makes it easy to confirm your answers to the challenge questions.

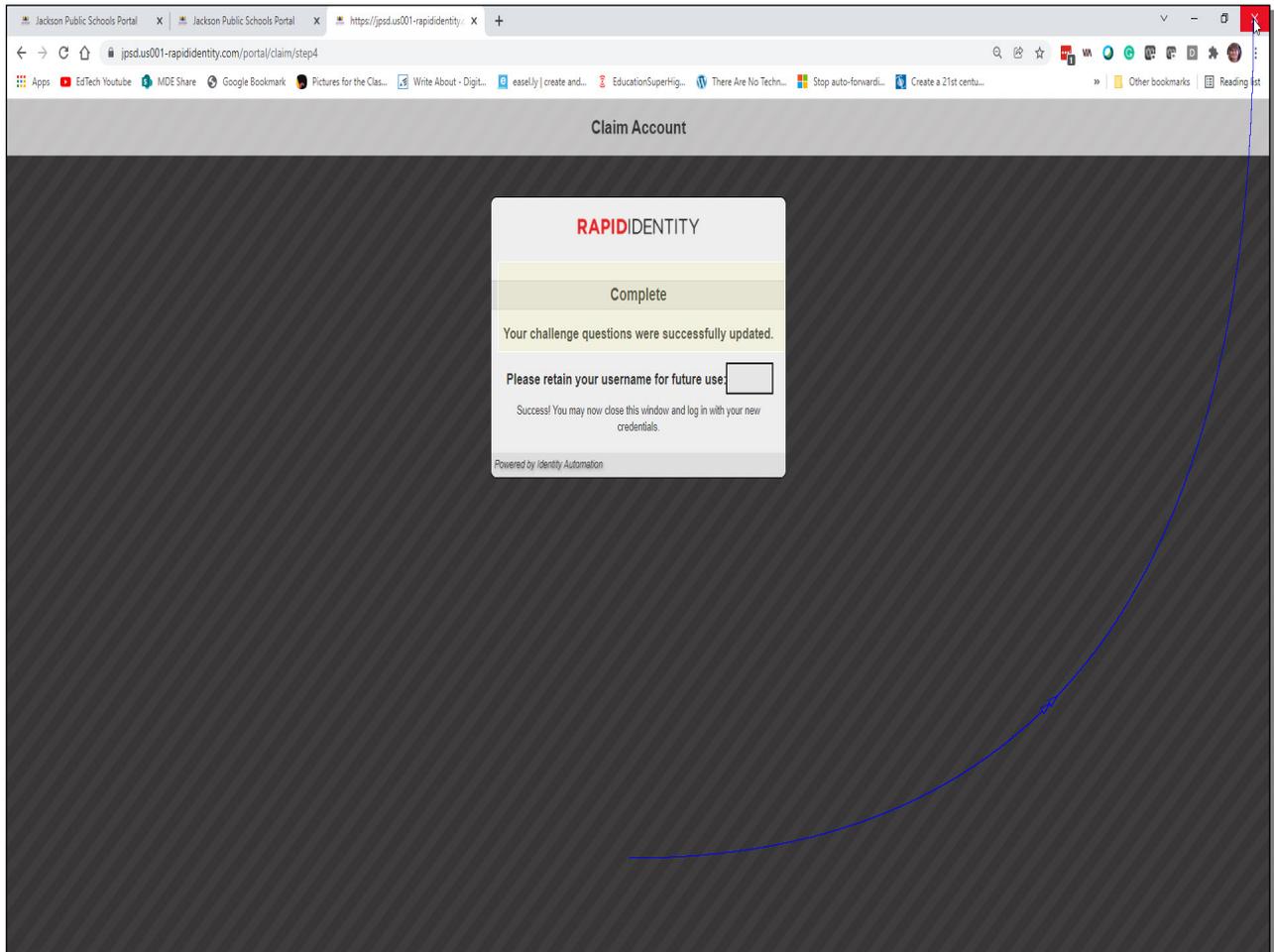
Click the **Next** button to continue

Click the **Next** button to continue

Click on the "eye" to see your password as you type. This makes it easy to confirm your answers to the challenge questions.

JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 13



JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 14 - Slide 14



You have now completed the claim process and created your portal account.

Login to the portal and add your choice for multi-factor authentication (MFA).

