**BCS Identity Management Initiative**

**How to Claim Your Account**

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| **STEP 1** | Go To BCS Website |
| **STEP 2** | Click on Employee Only Page |
| **STEP 3** | Under Identity Management Initiative   1. Click on “**CLAIM YOUR ACCOUNT NOW!!**” |
| **STEP 4** | You must FIRST Claim Your New Account Prior To Use   1. Above the Box, Go to Sentence – You can get started by clicking <HERE> 2. **Click <HERE>** |
| **STEP 5** | Claim Account – Rapid Identity   1. Choose Policy – Leave as Staff or Select Student 2. Select Next |
| **STEP 6** | Claim Account – Rapid Identity   1. Enter Employee ID (**Only Numbers**) 2. Enter First Name (**Upper or Lower Case, No Preference**) 3. Select Next |
| **STEP 7** | Update Password – Follow Criteria  **Note: You must enter new password twice to verify your password.**   1. Enter New Password 2. Again, Enter New Password to Verify 3. Select Next   You will see password change complete and that you have successfully changed your password. Also, you will see your new username (e…..). |
| **STEP 8** | Security Questions   1. Answer Security Questions (Answer a Minimum of 3 out of 8) 2. Select Next |
| **STEP 9** | Click X, Top Right Screen |
| **STEP 10** | Now Check Email   1. Go Back to BCS Website 2. Click on Your BCS Email 3. Click or Type Your BCS Email Address 4. Enter New Password (Created When You Claimed Account) 5. Emails will start downloading |
| **STEP 11** | If you receive BCS emails on other devices, you must change your password. |