**Directions to Claim your NC Ed Account**

1. Go to: my.ncedcloud.org
2. Click Claim My Account at the bottom
3. Click LEA Employee Claim Policy to change your selection to LEA Student Claim Policy, and choose next.
4. Put in the following info:
	1. Your **student ID number**,
	2. **Your grade** (10 for 10th graders)
	3. **Your birthdate** with the year first, then the month, then the day (YYYYMMDD). The
	4. LEA code is **410**.
	5. Prove you’re not a robot by clicking the box.
	6. Click next.
5. Next screen, change your password. Follow the directions above the blanks.
6. Last step, choose 5 of the 10 questions to answer. Answers must be longer than 2 or 3 characters.
7. You’ll know you’ve done it correctly when you see a screen that says “Complete.”

Having trouble? Come see your librarians before school, during lunch, or after school on Monday and Wednesday.

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