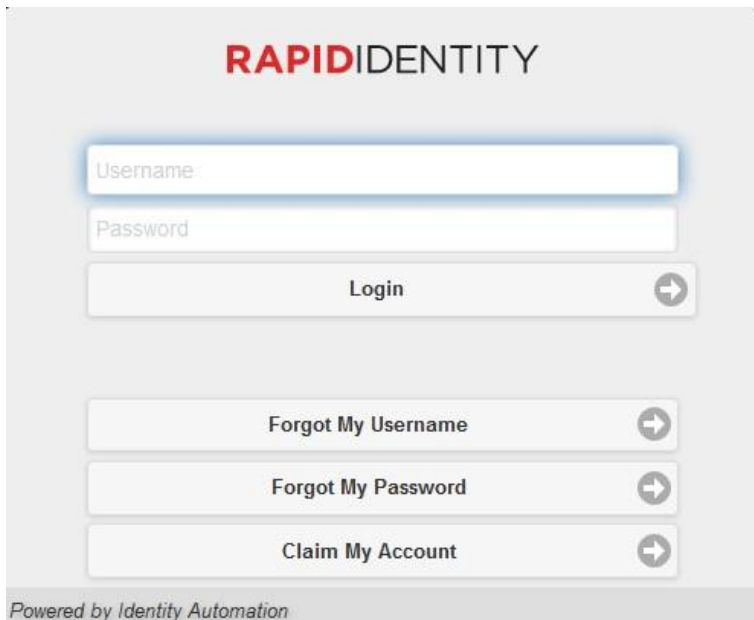


How To Claim Your Account

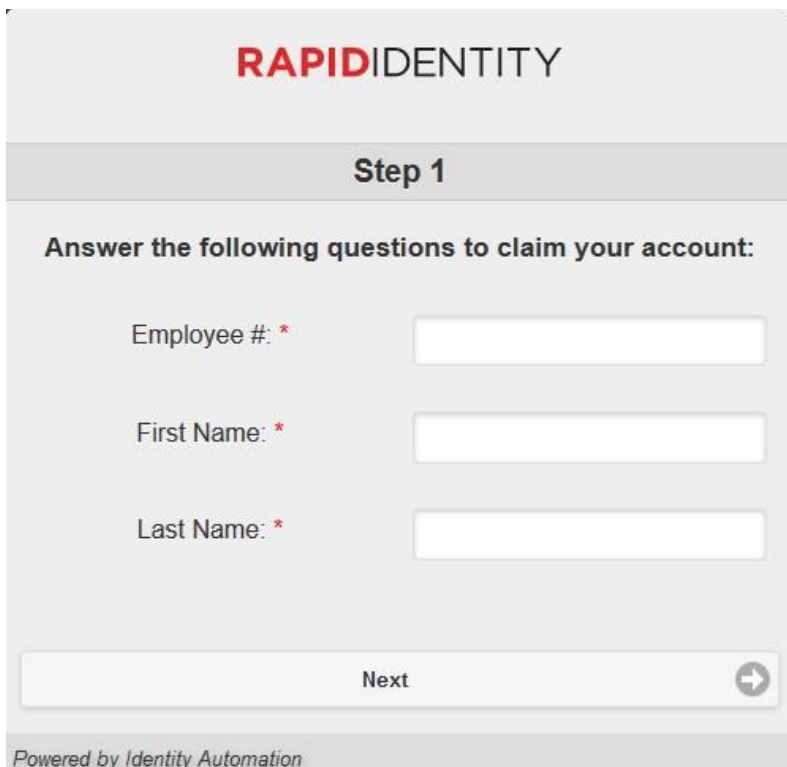
To claim your account go to <https://password.sd42.ca> and follow the instructions below to claim your account.

Click on Claim My Account



The image shows the RAPIDIDENTITY login and recovery interface. At the top, the logo "RAPIDIDENTITY" is displayed in red and black. Below the logo are two input fields: "Username" and "Password". A "Login" button with a right arrow icon is positioned below the password field. Underneath the login section are three buttons: "Forgot My Username", "Forgot My Password", and "Claim My Account", each with a right arrow icon. At the bottom, it says "Powered by Identity Automation".

Fill in the required fields



The image shows the RAPIDIDENTITY "Step 1" account claim form. The title "RAPIDIDENTITY" is at the top. Below it, a grey bar contains the text "Step 1". The main heading is "Answer the following questions to claim your account:". There are three input fields with labels: "Employee #: *", "First Name: *", and "Last Name: *". Each label has a red asterisk indicating a required field. At the bottom, there is a "Next" button with a right arrow icon. At the very bottom, it says "Powered by Identity Automation".

You will then be prompted to update your password, choose a password that meets the requirements and is not a password you have previously used.

RAPIDIDENTITY

Step 2

Update Your Password

Password must contain 3 of the 4 following characteristics: 1) a capital letter, 2) a lower-case letter, 3) a special character, or 4) a number. The minimum length is 8 characters.

New Password

Verify Password

Next

Powered by Identity Automation

Answer at least 3 of the security questions and then click Next.

RAPIDIDENTITY

Password Change Complete

Your password was successfully changed. Please do NOT click your browser's back button.

Please retain your username for future use: **sd42**

You must answer at least 3 pre-defined Questions

Pre-Defined Questions

What is your favorite color?

What street did you live on when you were 10 years old?

What was your first pets name?

Who was your favorite teacher in elementary school?

What was the make of your first car?

Next

Powered by Identity Automation

You are now finished, please wait 10-15 minutes for the new password to sync to the system and then try logging in. If you continue to have difficulty then please email ithelpdesk@sd42.ca