

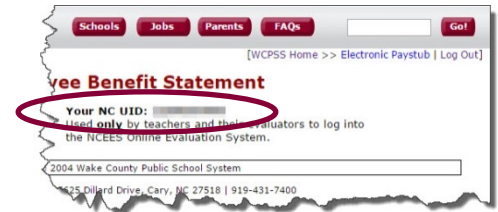


Beginning July 6, 2015, access to Home Base applications will be replaced by a single sign-on process offered through NCEdCloud. Applications affected include:

- Canvas
- PowerSchool
- PowerTeacher
- SchoolNet
- True North Logic (NCEES)

Locate Your NC UID

1. Visit <http://paystub.wcpss.net> and log in.
2. Locate your **NC UID** at the top right of the page.

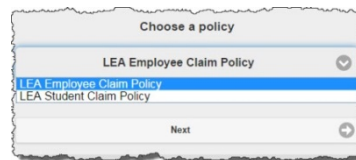
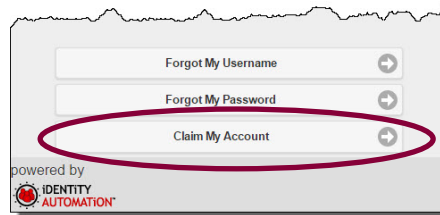


Note:

- Your NC UID will be used to claim your NCEdCloud account credentials.
- Your NC UID will become your NCEdCloud username once you have claimed your account.

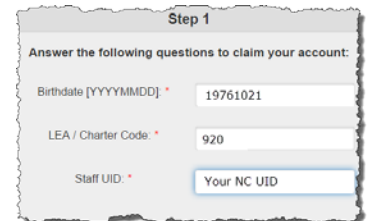
Claim Your NCEdCloud Account

1. **Using Google Chrome or Firefox**, visit <http://my.ncedcloud.org>.
2. Click **Claim My Account**.
3. Select **LEA Employee Claim Policy**.
4. Click **Next**.
5. Enter the required information.



Note:

- Follow required format for Birthdate.
- LEA/Charter Code is 920.
- Staff UID is the NC UID from your paystub.

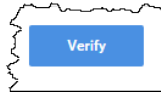


6. Click **I'm not a robot.**



7. Follow the instructions on the next page that appears. (Ex: Select all images with salad.)

8. On the bottom right, click **Verify.**

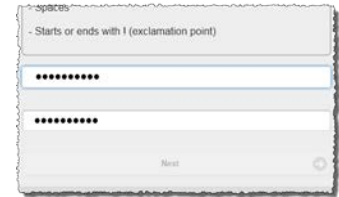


9. Click **Next.**

10. Create a **new password** and verify.

Passwords must

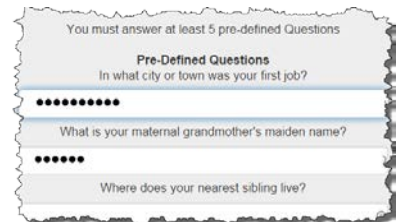
- Be between 8 and 16 characters long
- Contain at least one uppercase character
- Contain at least one lowercase character
- Contain at least one numeric digit



11. Click **Next.**

12. Answer **at least 5** of the security questions.

Note: These questions will be used in the event you forget your password.



13. Click **Next.**

- A confirmation page is displayed.

14. **Print** the confirmation page and **save** it in a secure location.

15. Close the window. You may now log into the NCEdCloud system by visiting <http://my.ncedcloud.org>.

If additional assistance is needed, follow your normal support procedure for technology related issues.

Reminder - Beginning July 6, 2015:

- Visit <http://my.ncedcloud.org> to log into Canvas, PowerSchool, PowerTeacher, SchoolNet and True North Logic (NCEES).
- Use your **NC UID as the username** and use the password you created to access the NCEdCloud single sign-on system.