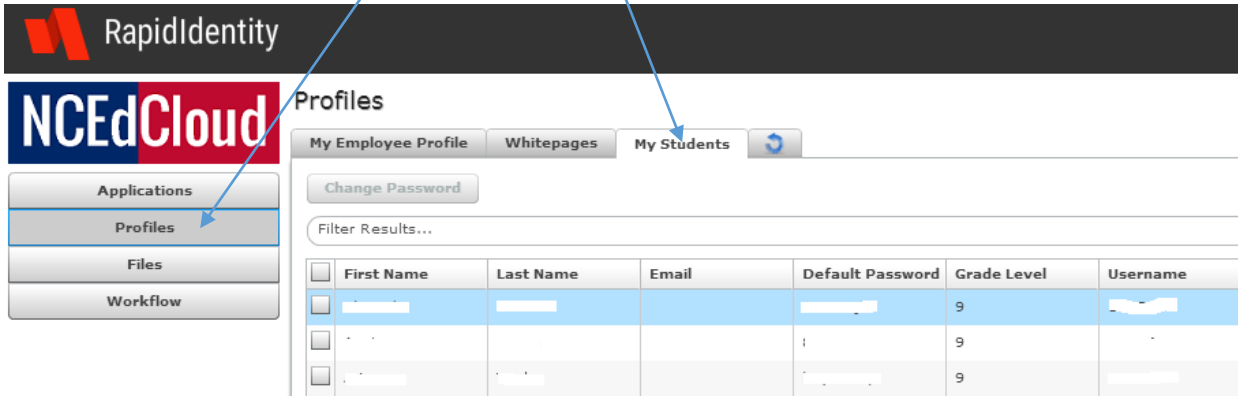# Directions for Elementary Teachers

Elementary Teachers will look up student usernames (UID) and passwords for all their students in their **IAM account** (also referred to as **NC Ed Cloud**, or **Rapid Identity**).

Once you log in, select Profiles and My Students.

You will see a list of all students assigned to you in PowerSchool by student name, Default Password, Grade Level, and Username (UID). If you click on Export it will automatically create an Excel spreadsheet containing all the information on the screen.

Elementary Students will need to log in to my.ncedcloud.org with this username and default password in order to take Schoolnet assessments on-line. (This is not necessary if you are using the paper/pencil option).

Note: Students will be required to change their password after successfully logging in. You will need to guide them to choose a new password that meets this criteria:

- 8 to 16 characters
- Minimum one uppercase
- Minimum one lowercase
- Minimum one number
- May **NOT** contain UID, student name, spaces

If a student forgets their password

From your IAM Account, you can select a student and click **Change Password**. You can change it back to the default or create one for them. You may also require the student to change their password the next time they log in or keep this password you created for them.

Disclaimer:

We do not recommend that teachers use their ability to change passwords for underline multiple students at one time to a generic password. This makes it easier for one student to access another student's personal information or for malicious activity to occur.