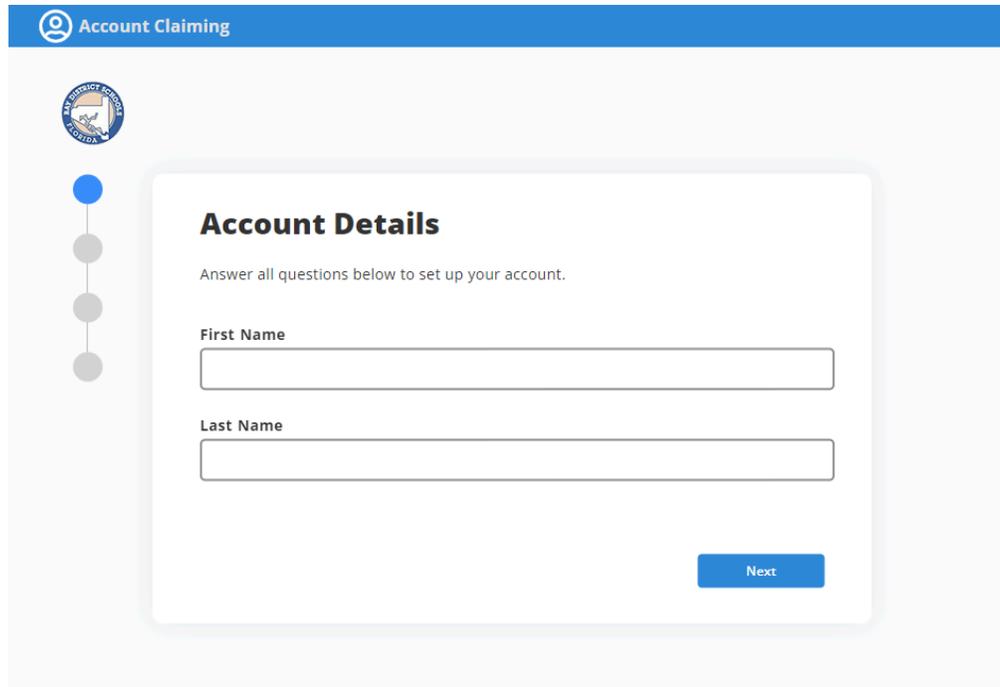


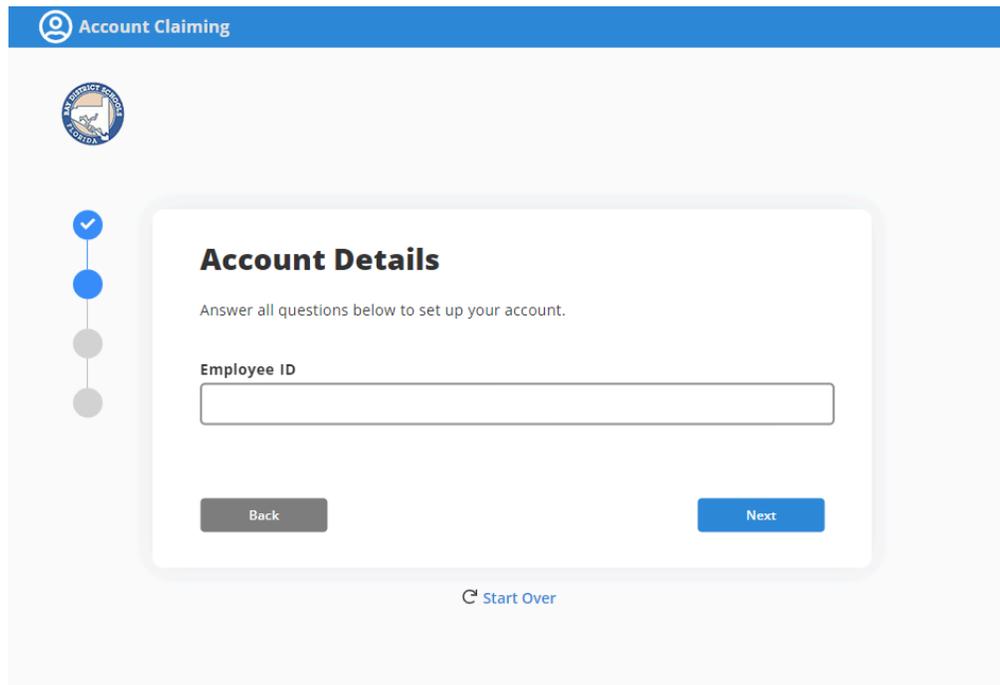
Account Claiming Process

1. Open any web browser and navigate to <https://claim.bayschools.net>. Enter your first and last name exactly as it appears on your HR profile, then click **Next**.



The screenshot shows the 'Account Claiming' interface. At the top, there is a blue header with a user icon and the text 'Account Claiming'. Below the header is the Bayschools Florida logo. A vertical progress indicator on the left shows four steps, with the first step (a blue circle) being active. The main content area is titled 'Account Details' and contains the instruction 'Answer all questions below to set up your account.' There are two text input fields: 'First Name' and 'Last Name'. A blue 'Next' button is located at the bottom right of the form.

2. Enter your six digit employee ID, then click **Next**.



The screenshot shows the 'Account Claiming' interface at the second step. The header and logo are the same. The progress indicator now shows the first step as a grey circle with a checkmark, and the second step (a blue circle) is active. The main content area is titled 'Account Details' and contains the instruction 'Answer all questions below to set up your account.' There is one text input field labeled 'Employee ID'. At the bottom of the form, there are two buttons: a grey 'Back' button and a blue 'Next' button. Below the form, there is a 'Start Over' link with a circular arrow icon.

3. Create a password that you will remember, then click **Save**. Your password must be at least 14 characters in length and meet at least 3 of these criteria:

- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character

Do **NOT** use:

- Last Name
- First Name
- Username

The screenshot shows the 'Account Claiming' interface. At the top is a blue header with a user icon and the text 'Account Claiming'. Below the header is the Florida Department of Education logo. A vertical progress bar on the left has four circles; the first three are blue with white checkmarks, and the fourth is grey. The main content area is titled 'Set Password' and includes the instruction: 'Be sure to create a new password that you will remember.' There are two input fields: 'New Password' and 'Confirm Password', both with a small 'X' icon on the right. A green 'Save' button is located at the bottom right of the form. Below the form is a blue link that says 'Start Over'.

4. Make a note of your username displayed on the final page. You will need this when accessing district computers, software programs, email, etc.

The screenshot shows the 'Account Claiming' interface. At the top is a blue header with a user icon and the text 'Account Claiming'. Below the header is the Florida Department of Education logo. A vertical progress bar on the left has four circles; the first three are blue with white checkmarks, and the fourth is blue. The main content area is titled 'Success!' and includes the message: 'You have successfully set up your account or updated your password for:'. Below this message is a black redaction bar. Below the redaction bar is the text: 'Click Okay to return.' A green 'Okay' button is located at the bottom right of the form. Below the form is a blue link that says 'Start Over'.

5. After setting your password, it is important to allow 5 minutes before attempting to log on to your desktop computer or any connected systems. This brief delay ensures that the new password is fully synchronized across all network systems.