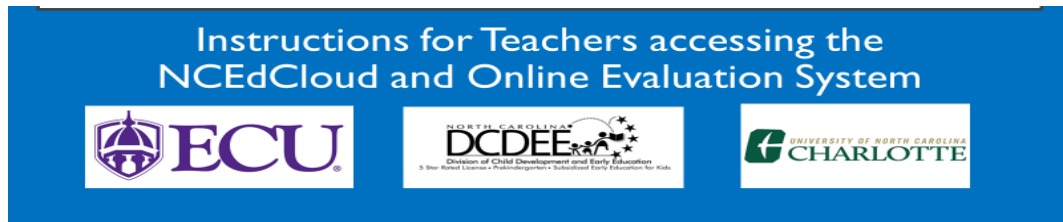


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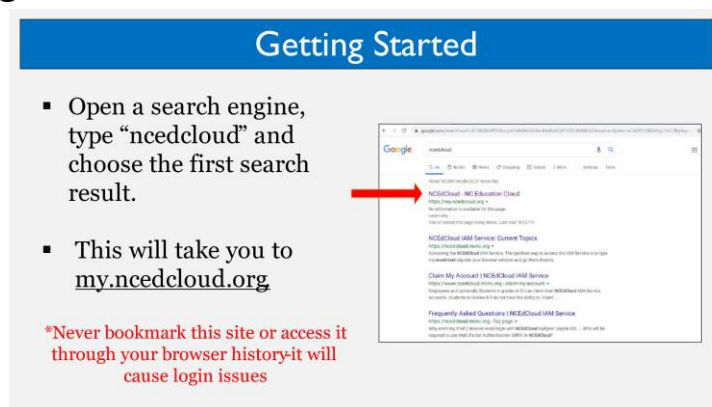
1. Use these instructions to access the online evaluation system. Before you start, have a device (laptop or tablet works better than phone) and internet access. You should also have access to the UID Access email containing your UID number and temporary password. (This is the email containing these directions.)



2. Use Google Chrome or Firefox when accessing this system. It has been shown to experience the least technical difficulties.

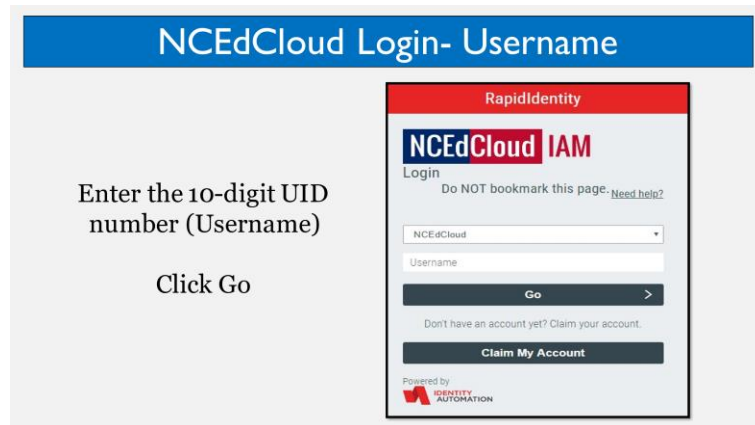


3. Open Chrome or Firefox and go to [my.ncedcloud.org](http://my.ncedcloud.org). It is important do this every time you log in.



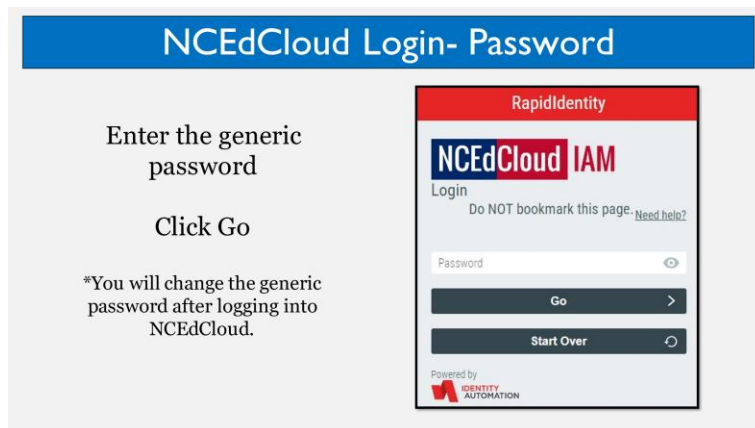
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4. This is what you should see. Type your 10-digit UID and click 'Go'.



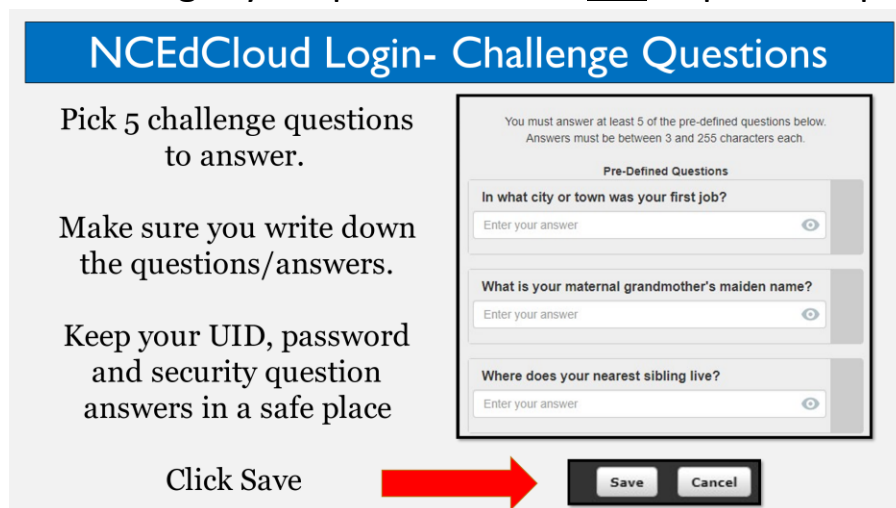
The screenshot shows a login page titled "NCEdCloud Login- Username". On the left, there is a text box with the instruction "Enter the 10-digit UID number (Username)" and a "Click Go" button. On the right, there is a "RapidIdentity" login widget. The widget has a red header with "RapidIdentity" and "NCEdCloud IAM" in blue and red. Below the header, it says "Login" and "Do NOT bookmark this page. Need help?". There is a dropdown menu for "NCEdCloud" and a text input for "Username". A "Go" button is below the input fields. At the bottom of the widget, it says "Don't have an account yet? Claim your account." and a "Claim My Account" button. The widget is powered by "IDENTITY AUTOMATION".

5. Enter the temporary password and click 'Go'.



The screenshot shows a login page titled "NCEdCloud Login- Password". On the left, there is a text box with the instruction "Enter the generic password" and a "Click Go" button. Below this, there is a note: "\*You will change the generic password after logging into NCEdCloud." On the right, there is a "RapidIdentity" login widget. The widget has a red header with "RapidIdentity" and "NCEdCloud IAM" in blue and red. Below the header, it says "Login" and "Do NOT bookmark this page. Need help?". There is a text input for "Password" with a toggle for visibility. A "Go" button is below the input field. At the bottom of the widget, there is a "Start Over" button. The widget is powered by "IDENTITY AUTOMATION".

6. Take the time to answer the questions. These will be needed to access your account if you ever forget your password. Do not skip this step!



The screenshot shows a page titled "NCEdCloud Login- Challenge Questions". On the left, there are three instructions: "Pick 5 challenge questions to answer.", "Make sure you write down the questions/answers.", and "Keep your UID, password and security question answers in a safe place". Below these instructions is a "Click Save" button. On the right, there is a "Pre-Defined Questions" form. The form has a header that says "You must answer at least 5 of the pre-defined questions below. Answers must be between 3 and 255 characters each." Below the header, there are three questions, each with a text input field and a toggle for visibility: "In what city or town was your first job?", "What is your maternal grandmother's maiden name?", and "Where does your nearest sibling live?". At the bottom of the form, there are "Save" and "Cancel" buttons. A red arrow points from the "Click Save" button to the "Save" button in the form.

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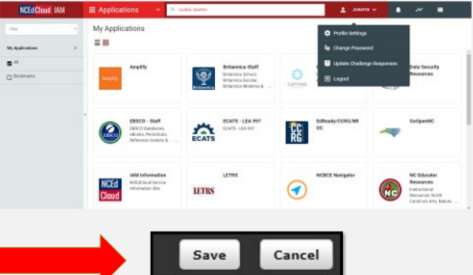
7. On the home screen, your first name will appear in the upper right hand corner. An arrow next to your name indicates a dropdown box. Choose a password and follow the directions to meet minimum length and character requirements. Once criteria have been met, click 'save'. It is very important to write this password down.

### NCEdCloud Login- Change Password

On the home screen, Select the dropdown box next to your name.

Choose 'Change Password' and follow the directions.

Click Save



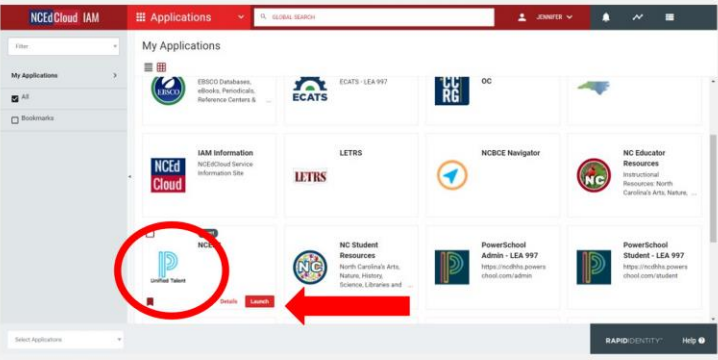
The screenshot shows the NCEdCloud IAM interface. A dropdown menu is open next to the user's name, with 'Change Password' selected. Below the screenshot, a red arrow points from the text 'Click Save' to the 'Save' button in the interface.

8. Each time you access NCEdCloud, you will be directed to this page. You may have more or less icons than this; it doesn't matter, you will always choose the **blue uppercase P** with the words 'Unified Talent' underneath. Doing this will direct you to the correct page. You will access this page to enter your training/orientation date, participate in NC Teacher Evaluation Process training and complete your self-assessment.

### NCEdCloud Home Screen

Once you have answered/saved your security questions

Click on the **P** Unified Talent (NCEES) icon



This will take you to the NCEES home page

The screenshot shows the NCEdCloud Home Screen with various application icons. The 'Unified Talent' icon, which is a blue 'P' with 'Unified Talent' text below it, is circled in red. A red arrow points from the text 'Click on the P Unified Talent (NCEES) icon' to this icon. Below the screenshot, another red arrow points from the text 'This will take you to the NCEES home page' to the 'Unified Talent' icon.


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Access the NC Educator Effectiveness System (NCEES)**

9. If you cannot access NCEdCloud, reach out to the contact person listed in your welcome email for technical support.

### NCEdCloud / NCEES Technical Questions

If you have questions or need support accessing NCEdCloud or NCEES, please follow the following protocol:

1. Check your browser, make sure you are using **Google Chrome** or **Firefox**
2. Review the steps provided in this presentation
3. If further assistance is needed, reach out to the contact person listed in your welcome email



10. You will be assigned to a team in your local EES hub which includes a regional lead, mentor, and evaluator. This team will send you directions for completing the next steps of the teacher evaluation process.

### What's Next?

Your local Early Educator Support Office will contact you with directions to access NC Teacher Evaluation Process training. You will sign into the NC Educator Effectiveness System (NCEES) to complete these training modules.

