

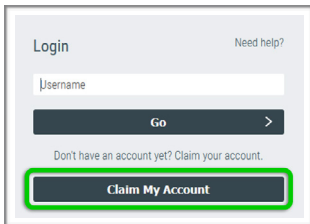


RapidIdentity: Claim Your 4J Account

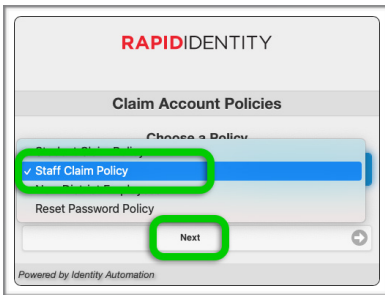
Getting Started

RapidIdentity is 4J's new system for managing user accounts and security. This document shows how to claim your 4J account (must be done once).

1. Launch a web browser (ex: Chrome) and navigate to <https://ri.4j.lane.edu> (note: your web browser will be re-directed to a non-4J website, which is safe in this case).
2. Click the **Claim My Account** button:

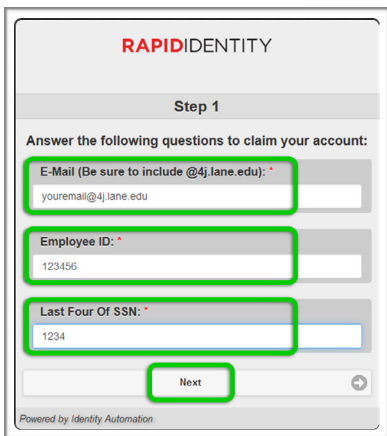


3. Click the drop-down labeled **Choose a Policy** and from the list that appears click **Staff Claim Policy**:



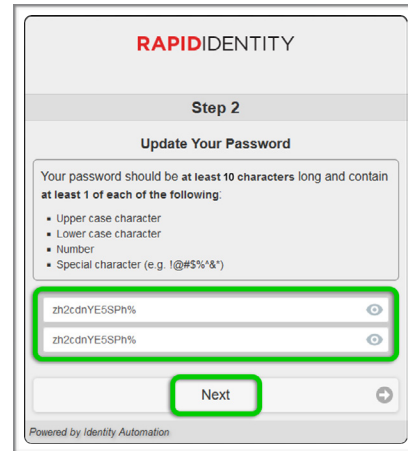
Click the **Next** button.

4. Enter your 4J e-mail address, your 4J employee ID, and the last four digits of your Social Security Number:



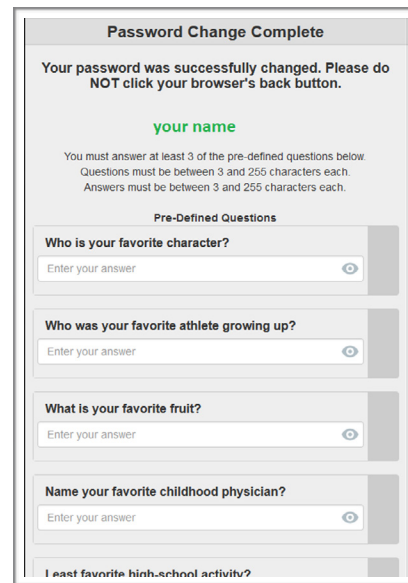
Click the **Next** button.

5. Enter a new password in both boxes:



Click the **Next** button.

6. Wait for the system to update your password. When it is finished, the message "Password Change Complete" should appear.
7. Choose three security questions and enter answers for them:



These questions will be asked if/when you need to reset your 4J password. Click the **Next** button.

8. Your password should now work for all 4J services.
9. After a password change, 4J services (ex: wi-fi, Zimbra, Synergy, etc.) may not work until you sign out and then sign in with the new password.
10. If you need to reset your password, navigate to <https://ri.4j.lane.edu> and click the "Need Help?" link.