



## Employees: Activate your CCPS ID

Follow this guide to activate your CCPS ID account and log in to ClassLink for the first time.

### Step 1:

Go to the ClassLink log in page:  
<https://classlink.yourcharlotteschools.net>

### Step 2:

Enter your CCPS ID number:  
This number can be found on the back of your ID badge

### Step 3:

Enter your temporary password:

- First Initial (capitalized)
- last initial (lower)
- Followed by your birthdate (MMDDYYYY)

Example: John Smith 12/5/1980  
Js12051980

### Step 4:

#### Create a new password

A password must contain at least:

- 8 characters
- 1 number
- 1 capital letter
- 1 lower case letter

A password may not contain:

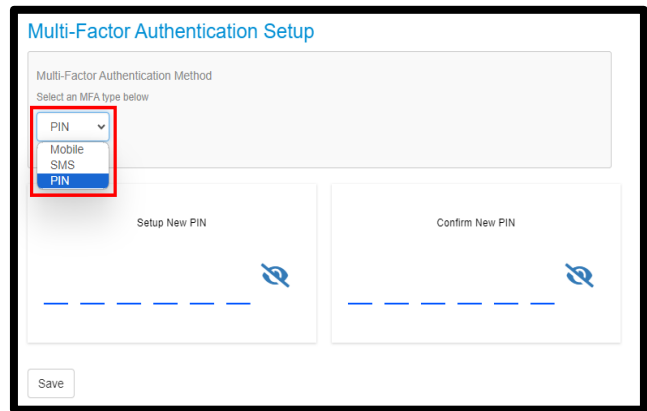
- First name
- Last name
- CCPS ID Number

## Step 5:

### Setup Multi-Factor Authentication

Choose an MFA method (PIN, Mobile, SMS)

- **PIN:** Choose a 6-digit numerical PIN
- **Mobile:** This uses an app that generates a One-Time passcode every 30 seconds
- **SMS:** You will receive texts to your phone. This could incur cost depending on your phone plan.



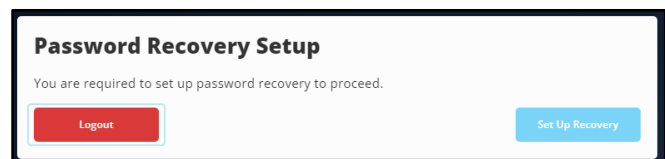
The screenshot shows the 'Multi-Factor Authentication Setup' interface. At the top, there is a dropdown menu titled 'Multi-Factor Authentication Method' with the instruction 'Select an MFA type below'. The dropdown is open, showing three options: 'PIN', 'Mobile', and 'SMS'. The 'PIN' option is highlighted with a red box. Below the dropdown, there are two input fields: 'Setup New PIN' and 'Confirm New PIN', each with a blue eye icon to toggle visibility. A 'Save' button is located at the bottom left of the form.

## Step 6:

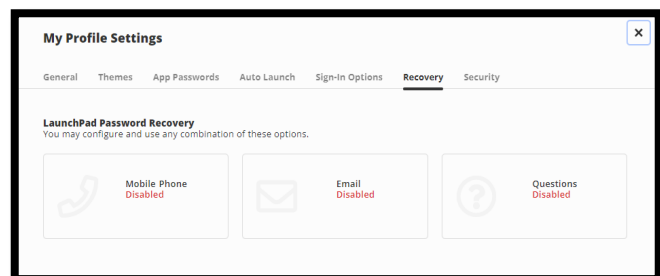
### Password Recovery Setup

Choose at least one password recovery method to set up. (The more recovery options the better!)

- **Mobile Phone:** Enter your number and a code will be texted to your phone for verification
- **Email:** Use a **personal** email address where the email can be delivered. This is used only for password recovery.
- **Questions:** Answer any of the predefined questions or create your own. Just know that if you ever have to use this method, the answers must match exactly.



The screenshot shows the 'Password Recovery Setup' screen. It features a message: 'You are required to set up password recovery to proceed.' Below the message, there are two buttons: a red 'Logout' button on the left and a blue 'Set Up Recovery' button on the right.



The screenshot shows the 'My Profile Settings' page, specifically the 'Recovery' tab. The page title is 'LaunchPad Password Recovery' with the subtitle 'You may configure and use any combination of these options.' There are three toggle switches, each with a red 'Disabled' label: 'Mobile Phone' (with a phone icon), 'Email' (with an envelope icon), and 'Questions' (with a question mark icon).