

New Employees: Activate your CCPS ID Powered by ClassLink

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

Step 1:

Go to the ClassLink log in page:
classlink.yourcharlotteschools.net

Step 2:

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

Step 3:

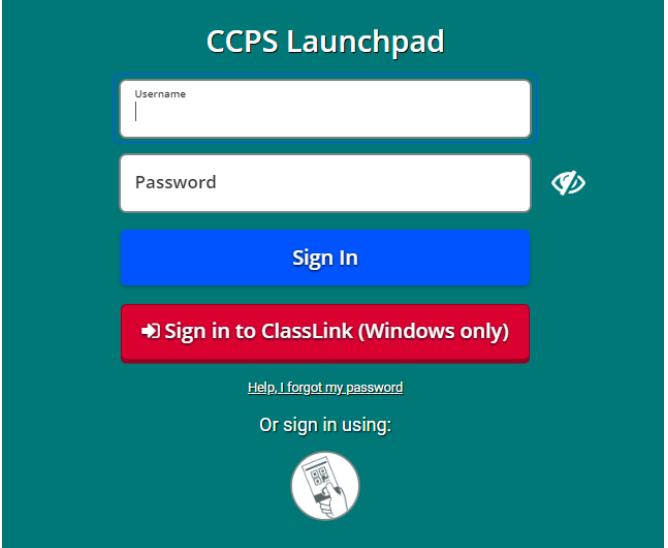
Enter your temporary password:
First Initial (capitalized)
Last Initial (lower)
Followed by your birthdate (MMDDYYYY)

Example: John Smith 12/5/1980 -- Js12051980

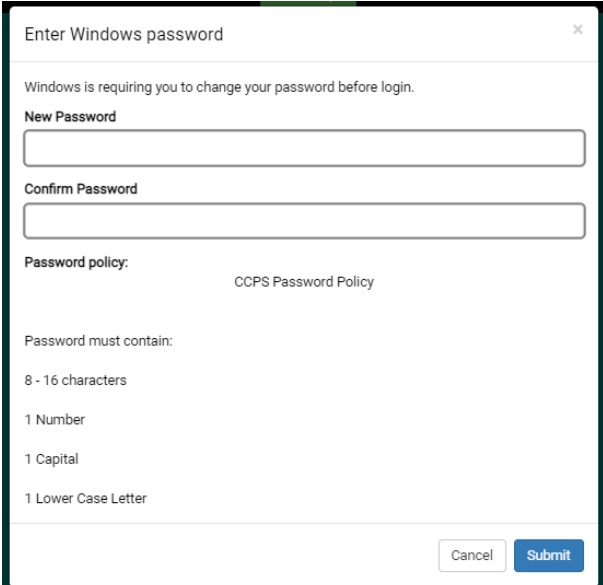
Step 4:

Create a new password

The new password must be at least 8 characters long and contain at least 1 number, 1 capital letter and 1 lower case letter.



The screenshot shows the CCPS Launchpad login interface. It features a teal background with the title "CCPS Launchpad" at the top. Below the title are two input fields: "Username" and "Password". To the right of the Password field is a small eye icon for toggling visibility. Below the input fields is a blue "Sign In" button. Underneath that is a red button with a white arrow icon and the text "Sign in to ClassLink (Windows only)". Below the buttons is a link that says "Help, I forgot my password". At the bottom, it says "Or sign in using:" followed by a circular icon of a smartphone.



The screenshot shows a Windows dialog box titled "Enter Windows password". The message inside says "Windows is requiring you to change your password before login." Below the message are two input fields: "New Password" and "Confirm Password". Underneath the fields is the text "Password policy: CCPS Password Policy". Below that, it lists the requirements: "Password must contain:", "8 - 16 characters", "1 Number", "1 Capital", and "1 Lower Case Letter". At the bottom right of the dialog box are "Cancel" and "Submit" buttons.

Step 5:

Setup Multi-Factor Authentication

Choose a MFA method (Mobile, SMS, Image)

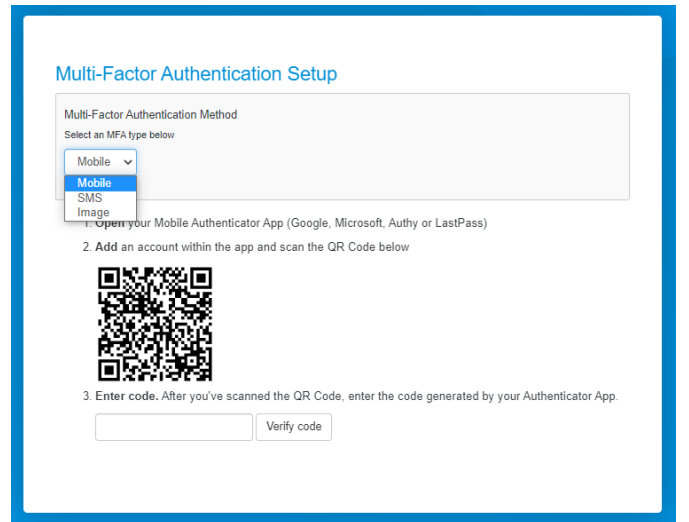
- **Mobile:** This uses an app that generates a One-Time passcode every 30 seconds
- **SMS:** You will receive texts to your phone. This could incur cost depending on your phone plan.
- **Image:** Choose an image from a list of images

Step 6:

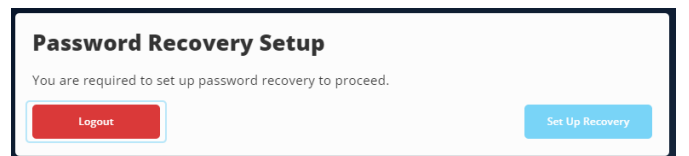
Password Recovery Setup

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

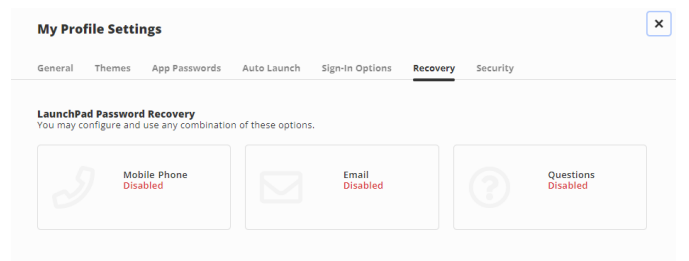
- **Mobile Phone:** Enter your number and a code will be texted to your phone for verification
- **Email:** Use a **personal** email address where the email can be delivered. This is used only for password recovery.
- **Questions:** Answer any of the predefined questions or create your own. Just know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



The screenshot shows the 'Multi-Factor Authentication Setup' interface. At the top, it says 'Multi-Factor Authentication Method' and 'Select an MFA type below'. A dropdown menu is open, showing 'Mobile' (selected), 'SMS', and 'Image'. Below the dropdown, there are three numbered steps: 1. Open your Mobile Authenticator App (Google, Microsoft, Authy or LastPass), 2. Add an account within the app and scan the QR Code below, and 3. Enter code. After you've scanned the QR Code, enter the code generated by your Authenticator App. A QR code is displayed in the center, and a 'Verify code' button is at the bottom right.



The screenshot shows the 'Password Recovery Setup' screen. It has a title 'Password Recovery Setup' and a message: 'You are required to set up password recovery to proceed.' 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 with the 'Recovery' tab selected. Under the heading 'LaunchPad Password Recovery', there is a sub-heading 'You may configure and use any combination of these options.' Below this are three cards: 'Mobile Phone Disabled' (with a phone icon), 'Email Disabled' (with an envelope icon), and 'Questions Disabled' (with a question mark icon).