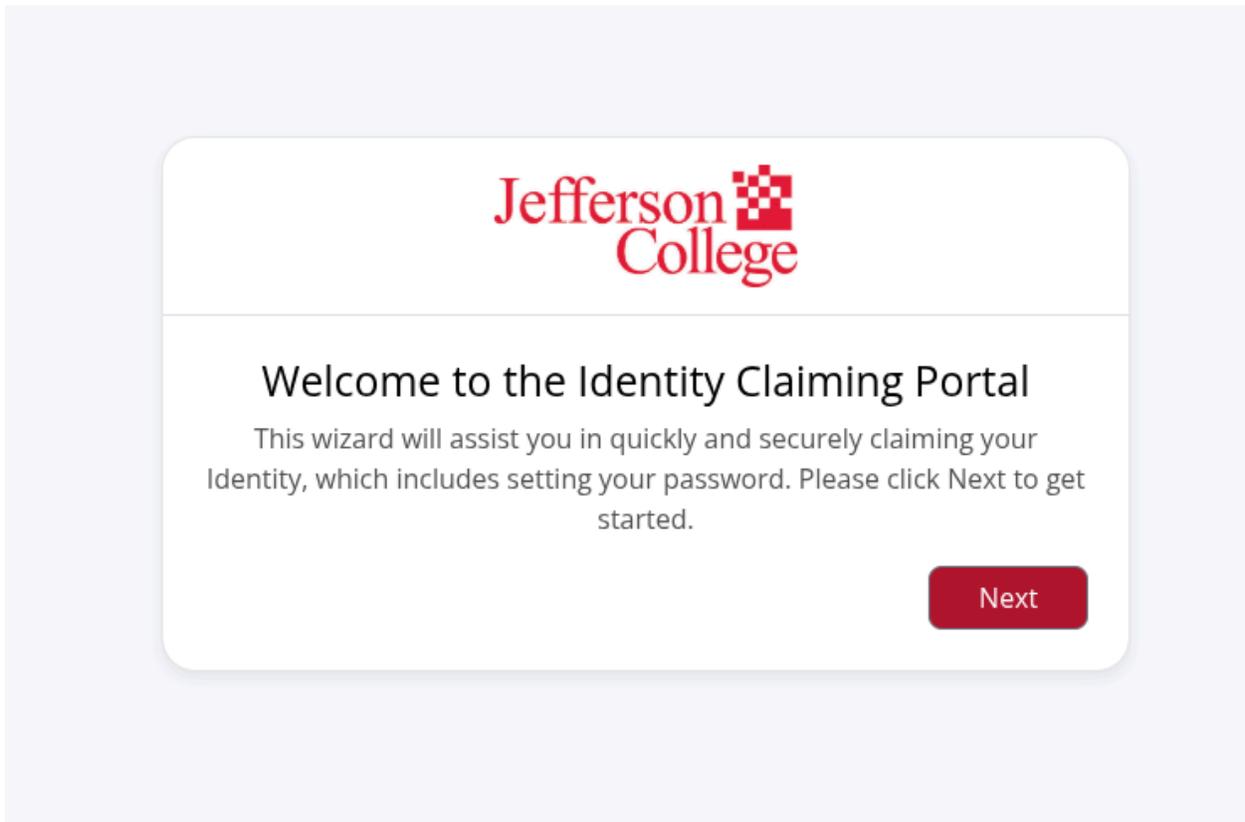


Account Claim Instructions:

In order to claim a Jeffco.edu account, a claim pin is required. This will be provided through an email, supervisor, or other staff member.

To claim the account, go to <https://accountclaim.jeffco.edu>



Click the Next button to continue to the next screen.



## Locate Your Identity

Please enter the information below to locate your Identity.

Claim PIN \*

Last Name \*

Birth Date \*



\* Indicates required field

Submit

Enter the Claim PIN that was provided, last name, and birth date. Then click the Submit button.



## Enter or Confirm your recovery information

A recovery email address and/or mobile number helps you reset your password in the event you forget your password.

If the current Recovery Email Address and/or mobile number showing below is correct, press the LATER button.

Otherwise, please enter a Recovery Email Address (that is NOT a jeffco.edu address or your current high school email address) and/or mobile number and click SUBMIT

Recovery Email \*

Recovery Mobile Phone ✓

*Only U.S. based numbers are support (e.g., 1234567890 or 11234567890)*

- \* Indicates required field
- ! Verification required prior to change
- ✓ Verified attributes

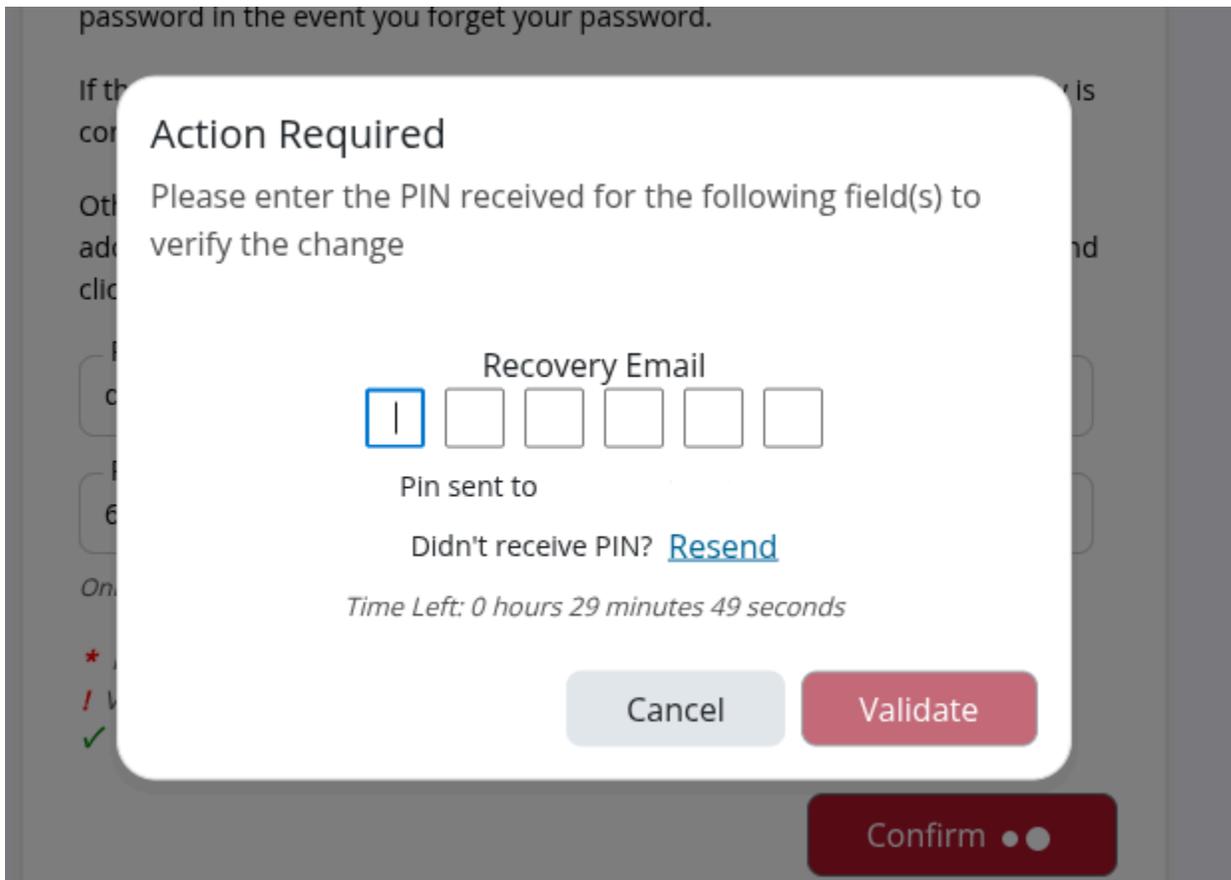
Confirm

Step 1 of 3

Setup Password →

Enter a Recovery Email address. This will be used in the event you forget your MyJeffco password and need it reset. The mobile phone number is optional.

Once the Confirm button is clicked, an Action Required window will be displayed. In another browser window, look in your Recovery Email account inbox for the Recovery PIN email. Take the PIN from that email and enter that into the Action Required window (see image below).



Enter the PIN received in the email sent to the recovery email address. Then press the Validate button.



## Let's secure your account with a password

To ensure your account's security, the password must meet the defined requirements. You will be guided on the requirements in real-time as you type.

Username: **wiking**

Password \*  

Confirm Password \*  

\* Indicates required field

Password strength: None

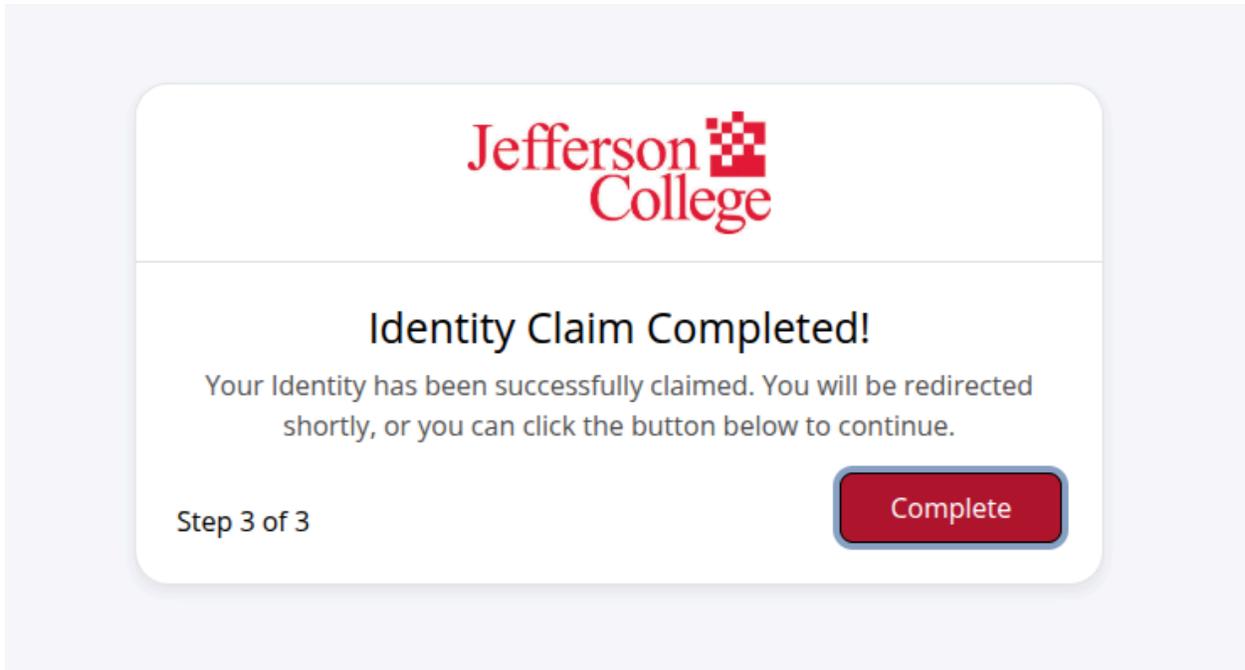
---

Reset Password

Step 2 of 3

Summary 

This screen provides the username - in this case it is wiking. Enter the desired password in both the Password and Confirm Password fields. While entering the password, the rules will appear on the screen. Once ready, press the Reset Password button and it'll set the password for the account.

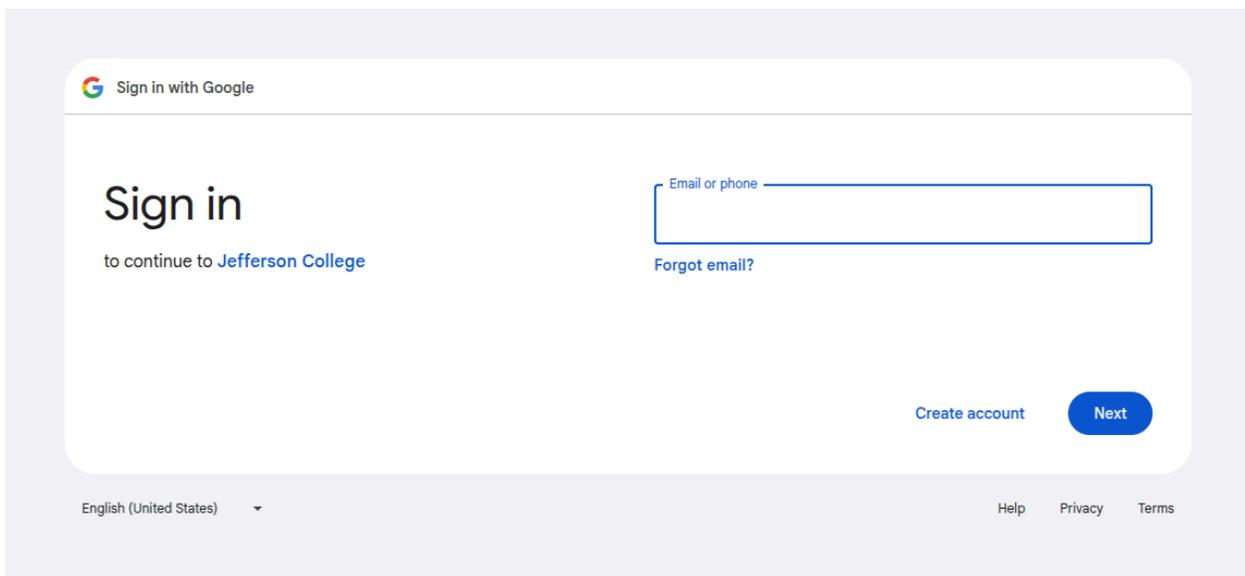


This screen confirms that the password has been set.

The account can now be used to sign into MyJeffco. The link is available on the public website at <https://www.jeffco.edu/login-instructions>

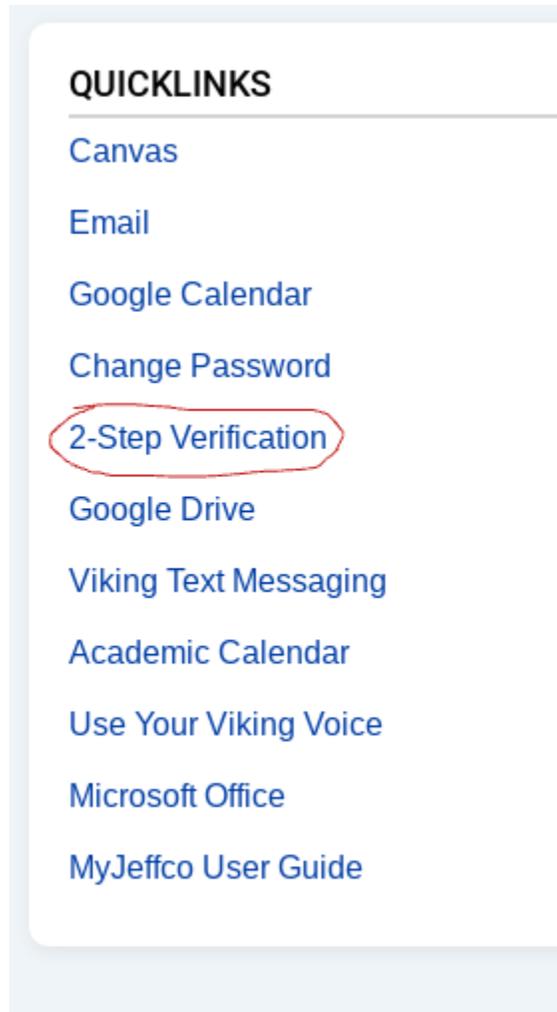
A direct link to MyJeffco is here <https://myjeffco.jeffco.edu/MyJeffco>

The link should prompt for a Google login. Use the account with @jeffco.edu suffix. In this case, it would be [viking@jeffco.edu](mailto:viking@jeffco.edu)



Once logged in, two step verification should be setup to prevent being locked out in the future. The grace period is 30 days.

Instructions for 2-Step Verification are on the right side menu of MyJeffco.



On the instructions page, there is a button labeled Turn on 2-Step Verification. Click this button and it will go to the setup page.

## Allow 2-Step Verification

1. Open your [Google Account](#) .
2. In the navigation panel, select **Security**.
3. Under "How you sign in to Google," select **Turn on 2-Step Verification**.
4. Follow the on-screen steps.

**Tip:** If you use an account through your work, school, or other group, these steps might not work. If you can't set up 2-Step Verification, [contact your administrator for help](#).



Turn on 2-Step Verification

The setup for 2-Step Verification requires a phone number. It can either send a text or use a voice call to share a code. In the future, this method will be used in addition to the password when logging into the account.

### Common Issues

If a 403 error is received, it is because another Google account is already logged in. Directions to add another profile can be found here:

<https://www.jeffco.edu/wp-content/uploads/2025/01/403-Error.pdf>

If the claim page says "The solution was not able to process you at this time.", please make sure the entered information is correct.

If additional assistance is needed, please visit the Help Desk page at

<https://www.jeffco.edu/help-desk/>