

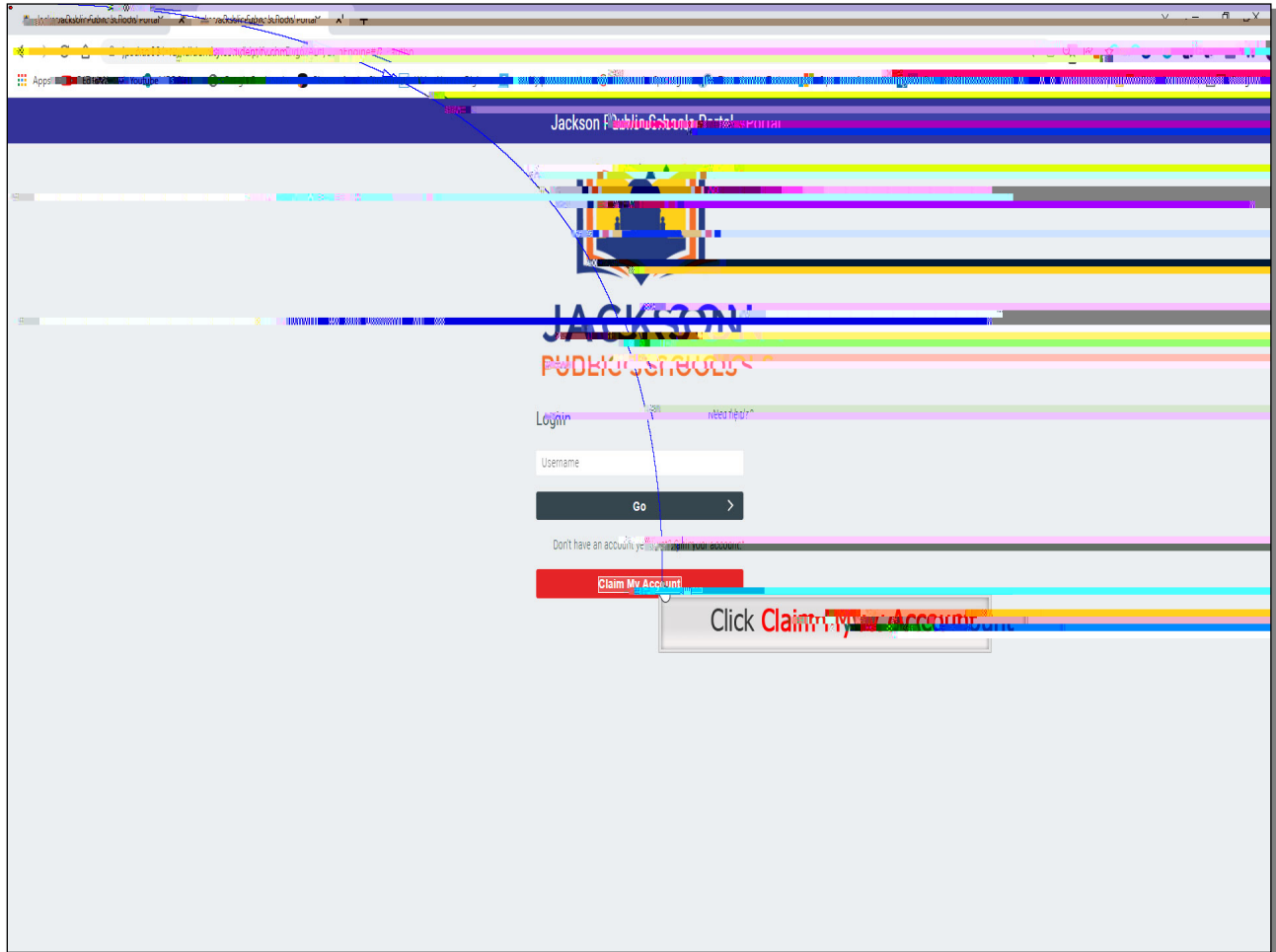
# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 1



# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

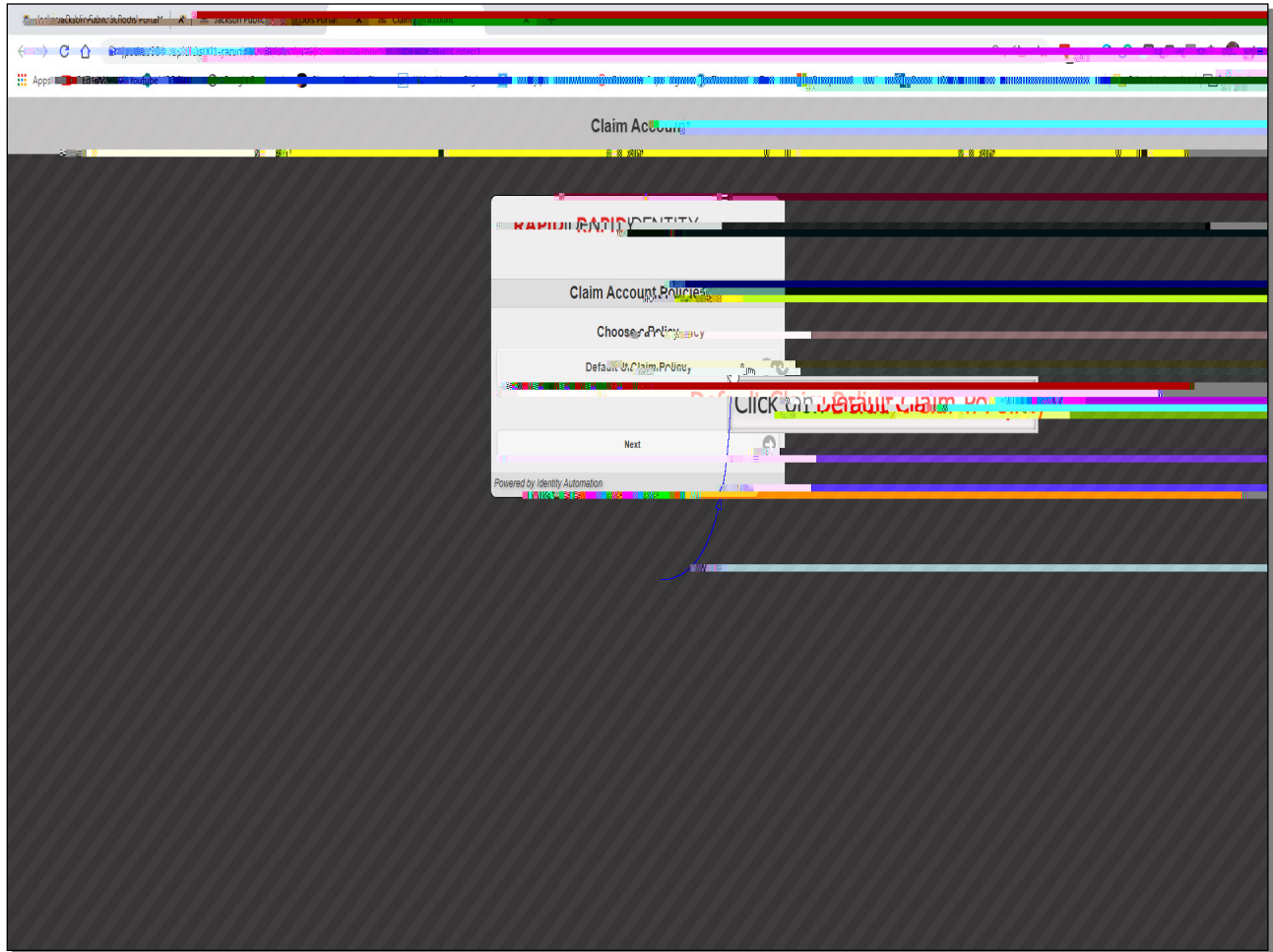
## Slide 2



Click **Claim My Account**

# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

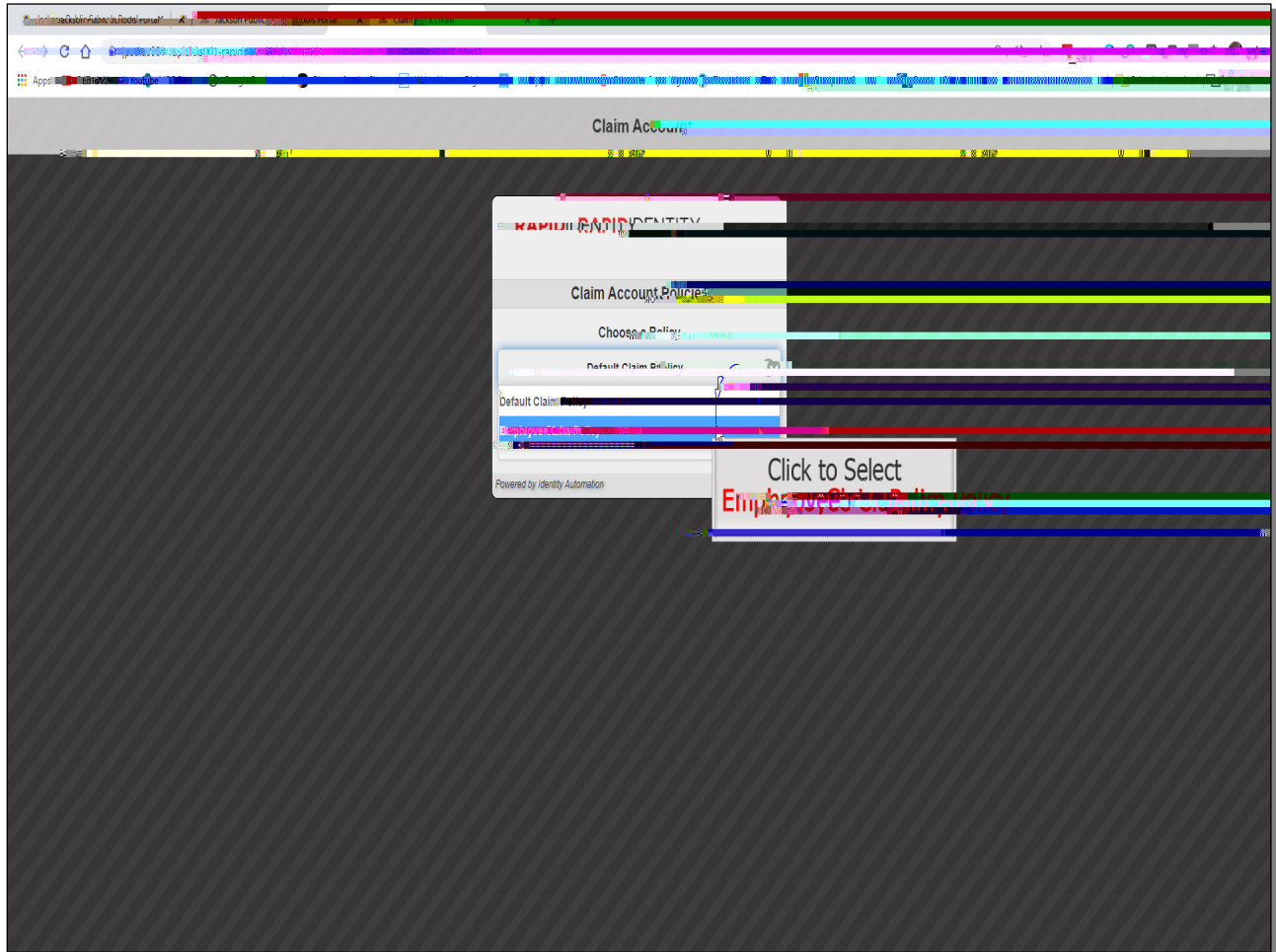
## Slide 3



Click on **Default Claim Policy**

# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

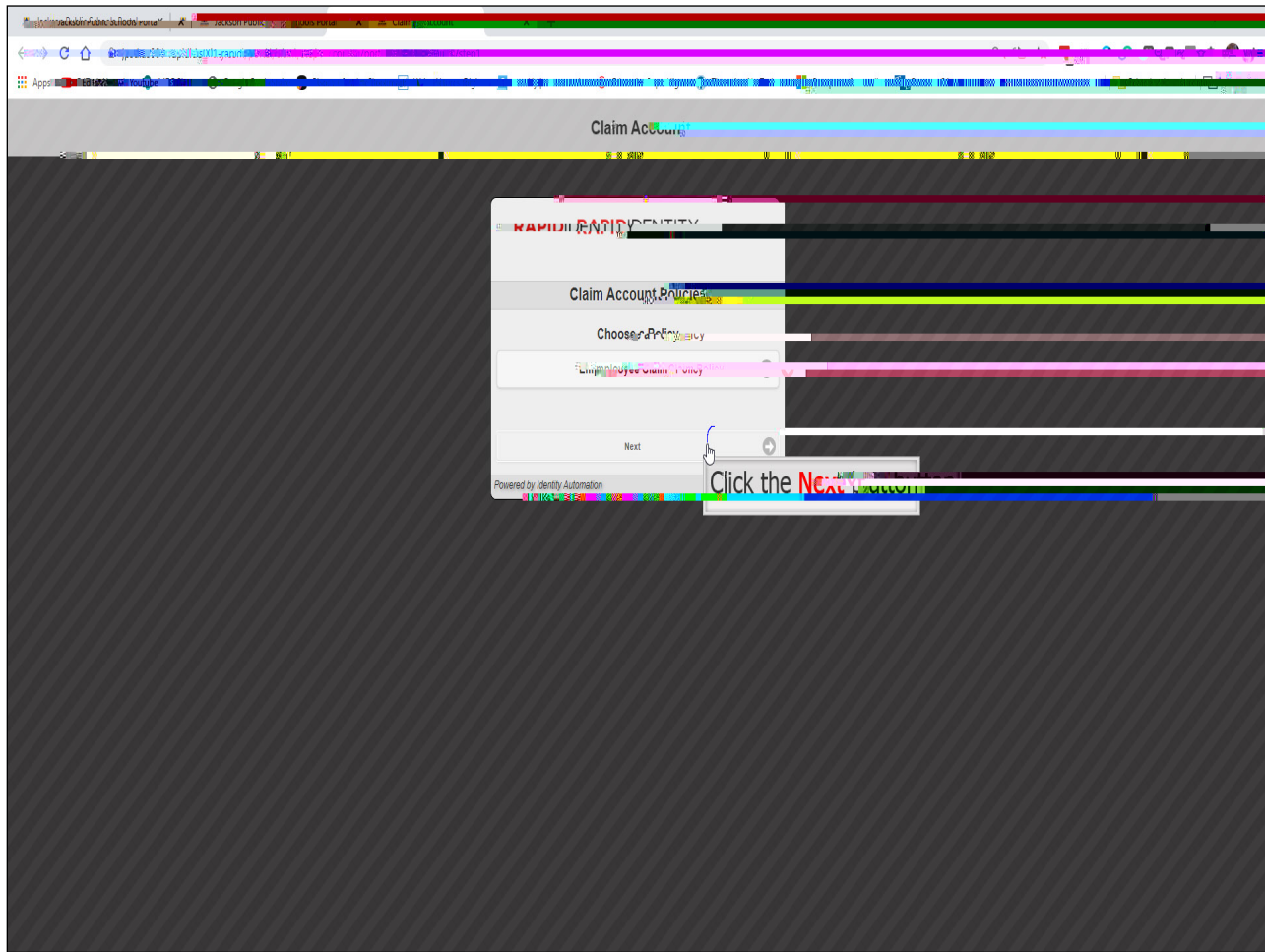
## Slide 4



Click to Select **Employee Claim Policy**

# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

## Slide 5



Click the **Next** button

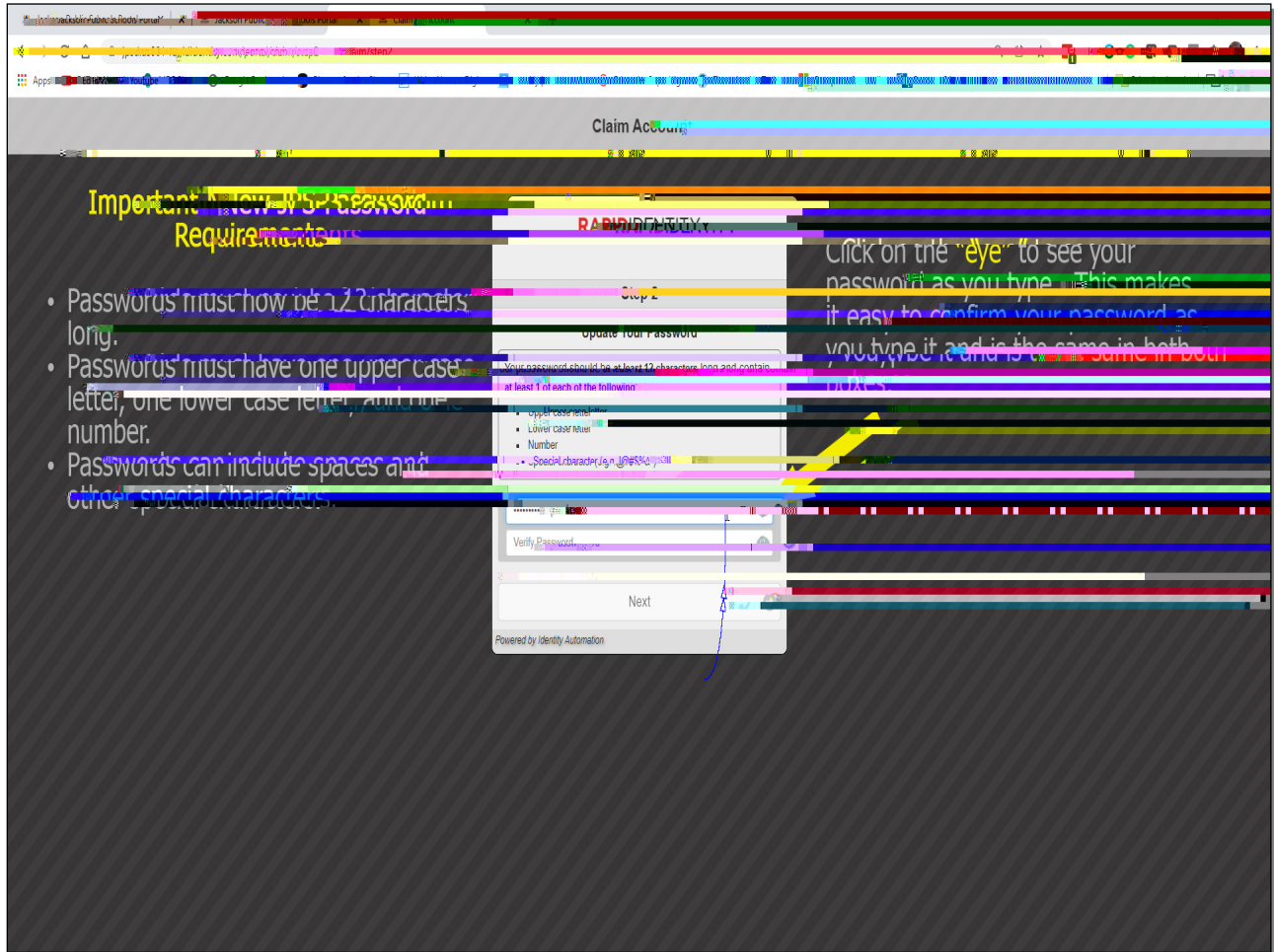
# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 6

**JPS Identity Auhettnet**

# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

## Slide 8



## Important New JPS Password Requirements

Passwords must now be 12 characters long.

Passwords must have one upper case letter, one lower case letter, and one number.

Passwords can include spaces and other special characters. Passphrases are encouraged!

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes.



# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

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**Important New JPS Password Requirements**

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters.

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes.

Verify Password

Next

Powered by Identity Automation

Passwords must meet all conditions and they must match before you can continue!

Passwords must now be 12 characters long.

Passwords must have one upper case letter, one lower case letter, and one number.

Passwords can include spaces and other special characters. Passphrases are encouraged!

Click on the "eye" to see your password as you type. This makes it easy to confirm your password as you type it and is the same in both boxes.

Select the **Verify New Password** text box to enter the new password again.

# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

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The screenshot shows the 'Claim Account' page in the JPS Identity Automation Portal. The page title is 'Claim Account'. Below the title, there is a section titled 'Important New JPS Password Requirements'. The requirements are listed as follows:

- Passwords must now be 12 characters long.
- Passwords must have one upper case letter, one lower case letter, and one number.
- Passwords can include spaces and other special characters.

Below the requirements, there is a text instruction: 'Click on the eye to see your password as you type. This makes it easy to confirm your password as you type. To ensure it meets the requirements and is the same in both boxes.' The screenshot also shows a form with a 'Next' button. The form has a 'Password' field and a 'Confirm Password' field. The 'Next' button is disabled, indicating that the password requirements are not yet met.

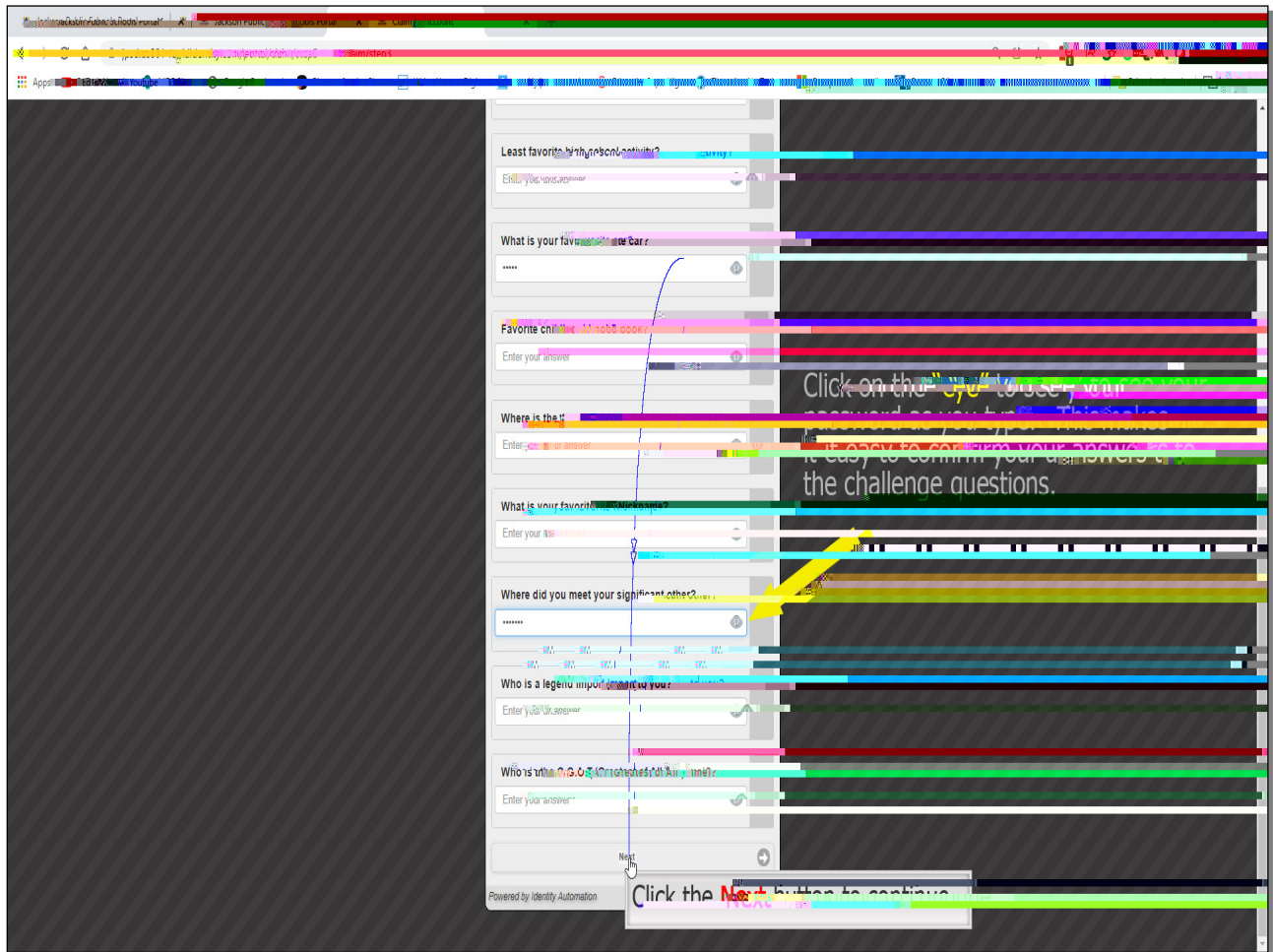
Users will not be able to click on the Next button until the password meets all of the rules and is correct in both boxes.

Click the **Next** button



# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

## Slide 12

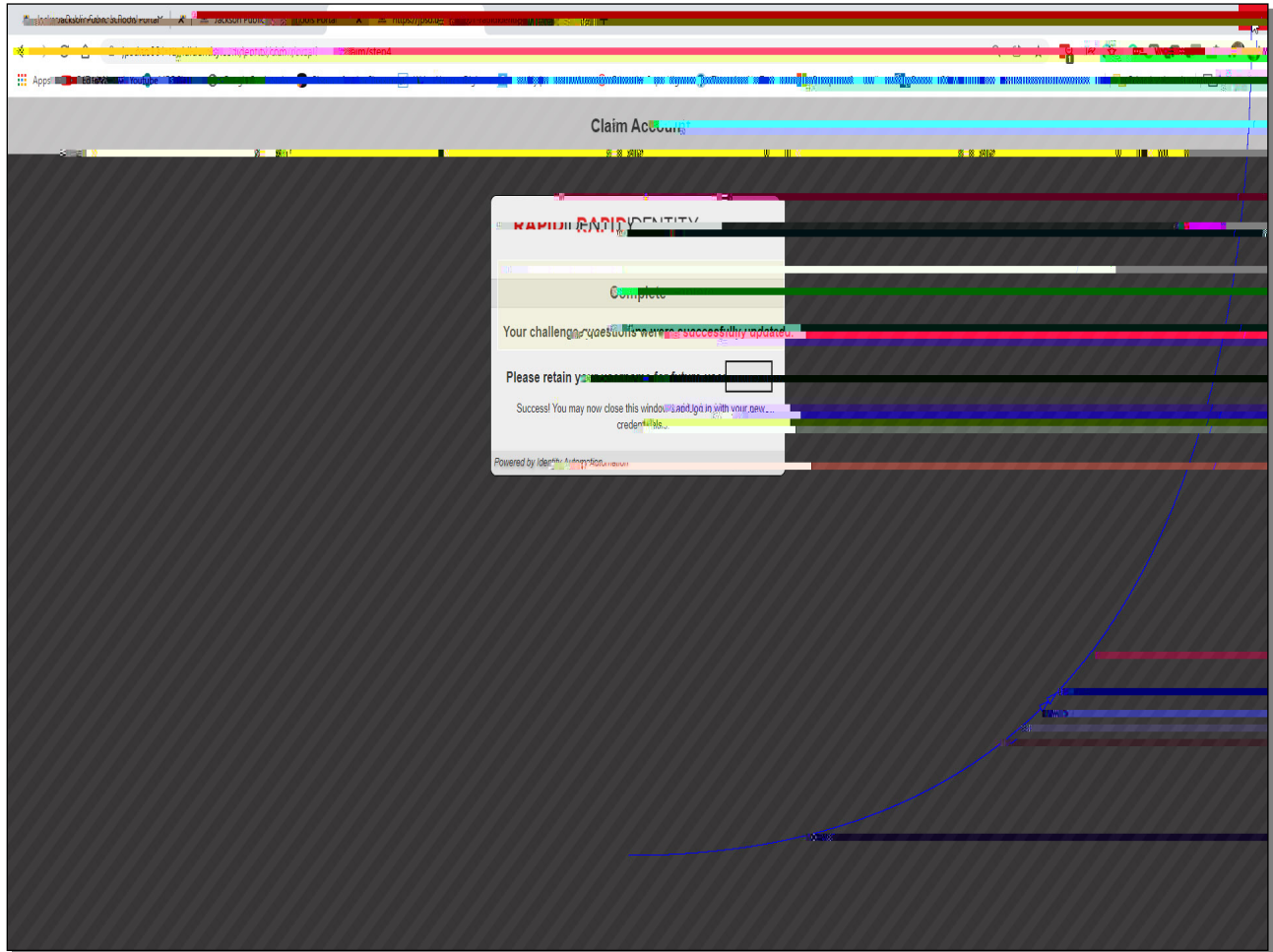


Click the **Next** button to continue

Click on the "eye" to see your password as you type. This makes it easy to confirm your answers to the challenge questions.

# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

## Slide 13



# JPS Identity Automation Portal – Creating Your JPS Identity Automation Portal Account

Slide 14 - Slide 14

You have now completed the initial  
process and created your portal account.

Login to the portal and add your choices  
for multi-factor authentication (MFA).

