

Madera Unified School District

Account Claiming

Go to:
<https://selfservice.madera.k12.ca.us>

Click on "Claim Your Account"

The screenshot shows a web browser window with the URL <https://selfservice.madera.k12.ca.us>. The page features the Madera Unified School District logo and the title "Self-Service Account Portal". Below the logo is a "Login" section with fields for "Username" and "Password", and a "Go" button. At the bottom of the login section, there is a link that says "Don't have an account yet? Claim your account." Below this link is a button labeled "Claim Your Account", which is highlighted with a red rectangular box.

Answer the security questions to claim your account:

The screenshot shows the "Self-Service Account Portal" with the heading "Answer the following questions to claim your account:". There are two security questions: "Verify your birthdate (MMDDYY):" and "Verify your SSN (last 4 digits):". Each question has a corresponding input field with masked characters (dots). At the bottom of the page is a "Next" button with a right-pointing arrow.

Reset your password:

The screenshot shows the "Self-Service Account Portal" with the heading "Update Your Password". Below the heading is a note: "Passwords for staff require 8-32 characters, 1 uppercase, 1 lowercase, and 1 special character: !@#\$%^&*()_+~`|;:~?/\|". There are two input fields: "New Password" and "Verify Password", both with toggle icons for visibility. At the bottom is a "Next" button with a right-pointing arrow.

You will be presented with a summary of your login information.

The screenshot shows the "Self-Service Account Portal" with the heading "You have successfully claimed your account! Your credentials are as follows (using the same password you just created):". Below this heading are four sections of login information: "Windows:", "Mac:", "WIFI:", and "Email:". Each section shows a "username:" followed by a redacted name and a domain. At the bottom of the page is a yellow-bordered box containing the text: "Please allow 1 minute for your account information to update before logging in." Below this box is a "Back to login" link.