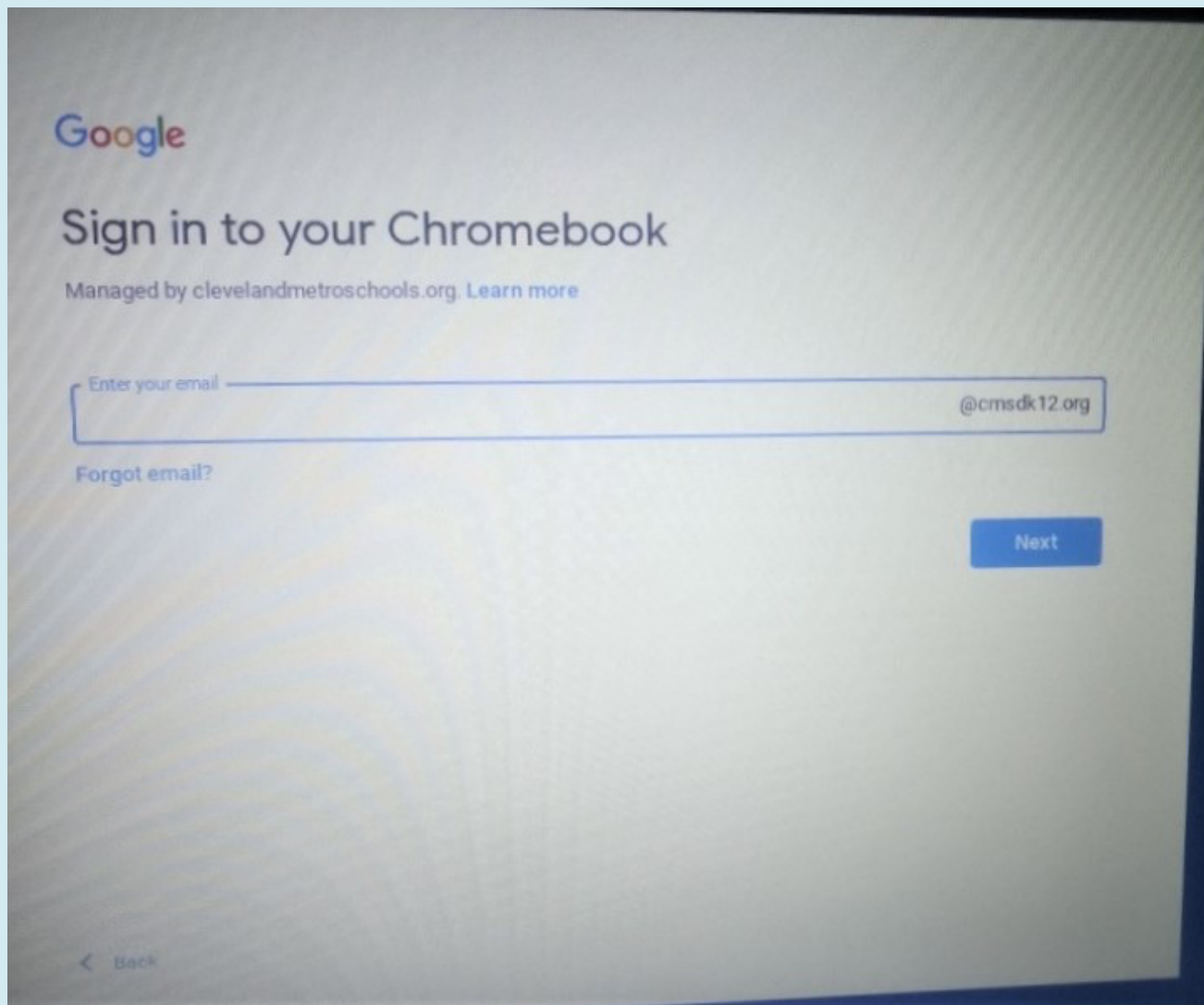
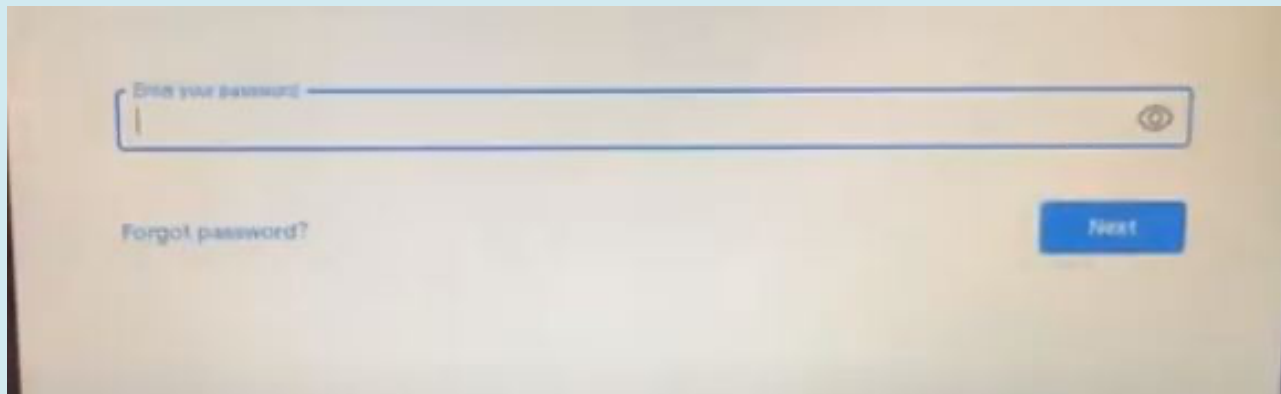




LOGGING IN VIRTUALLY
WITH CMSD



1. Make sure your device is fully charged and turned on.
2. Once turned on, your device should open to the login page shown to the left.
3. Enter your scholar's district email in the box:
firstname.lastname@cmsdk12.org
4. Click the blue **"Next"** button.



• A student's email address is:

❑ `FirstName.LastName@cmsdk12.org`

Password Schematic:

❑ i.e., Stephanie Brown = S12345ss

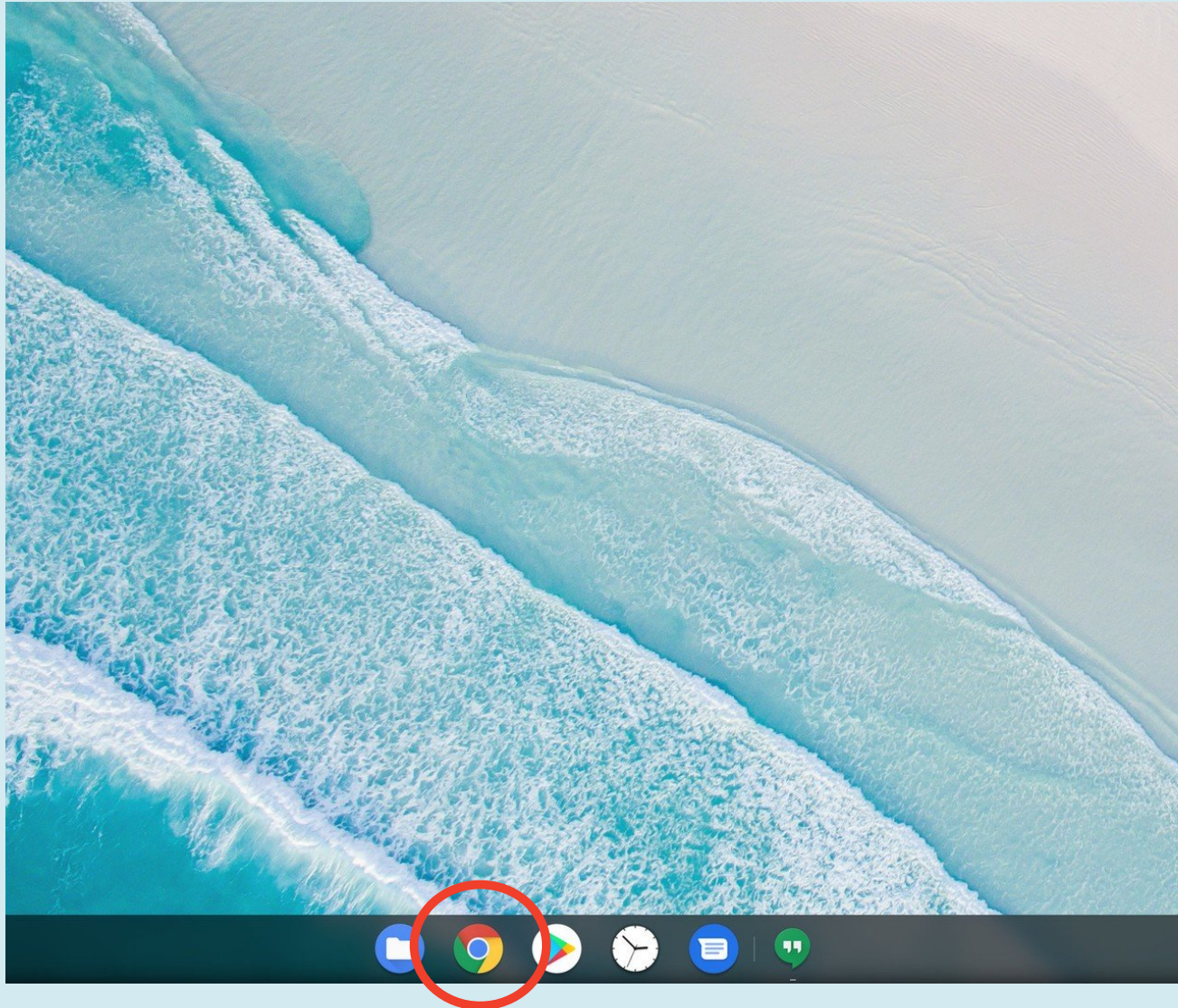
The Password is case sensitive.



5. Once you put in your scholar's email and click next, you will be prompted to enter your scholar's password.

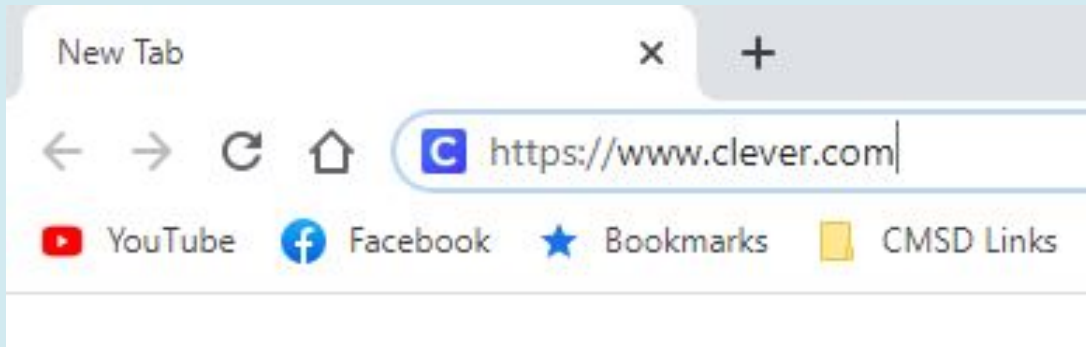
6. Use the Password Schematic to the left to determine your scholar's password and type it into the box. **Hint: Your scholar's password to their Chromebook is the same password to log in to their Clever account.**

7. Click the blue **"Next"** button.

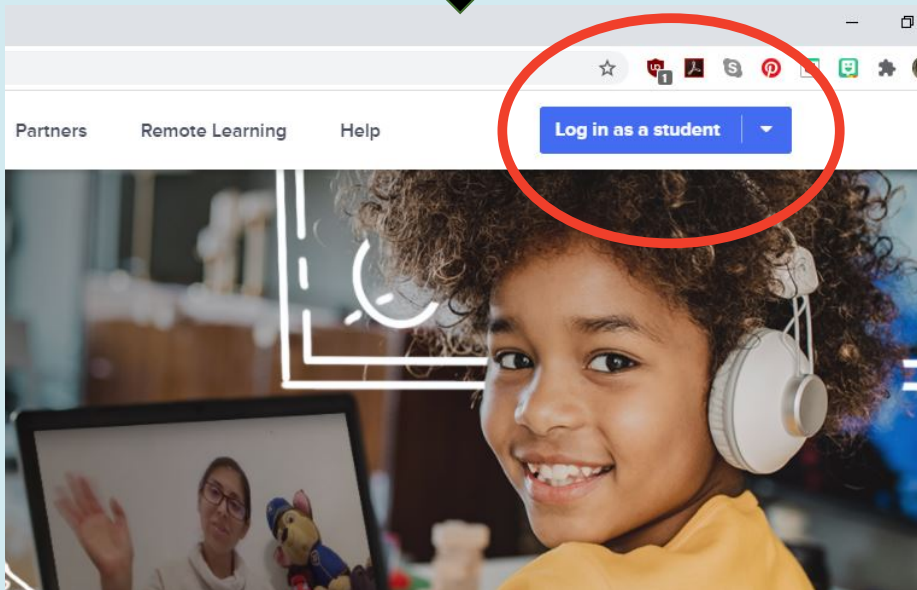


8. Once logged in, your scholar's desktop should look similar to the picture to the left.

9. Click the Google Chrome icon located on the taskbar at the bottom of the screen.

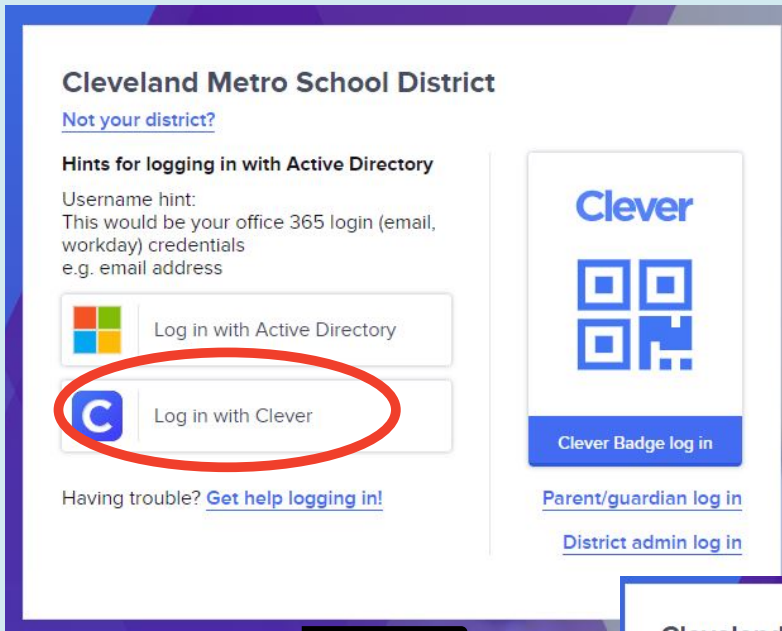


Logging In
to Clever

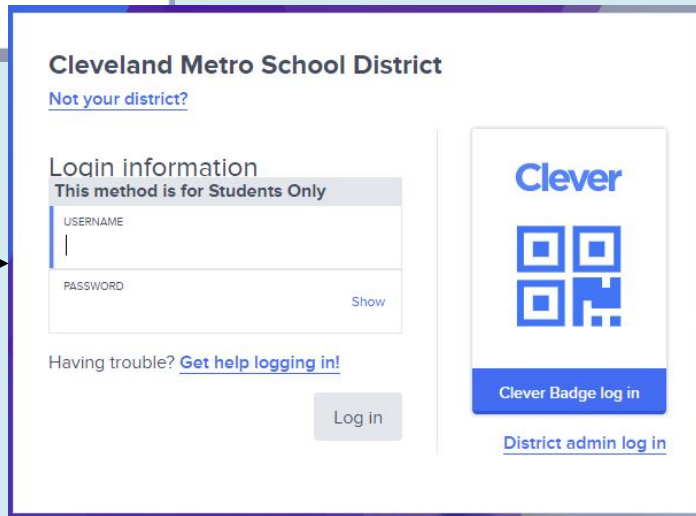


10. In the Google Chrome tab that pops up, type in <https://www.clever.com> and click **“Enter”**.

11. Once you hit enter, you will be directed to Clever’s website. Click **“Log in as a student”** in the right-hand corner of your screen.



Logging In to Clever



12. From there, you will be directed to CMSD's Clever log in page. Click **“Log in with Clever”**.

13. Next, you will be directed to Clever's student log in page. Enter your scholar's username (**i.e. Stephanie Brown's username is BrowSt001**)* and password (same password used to log in to Chromebook, see below).

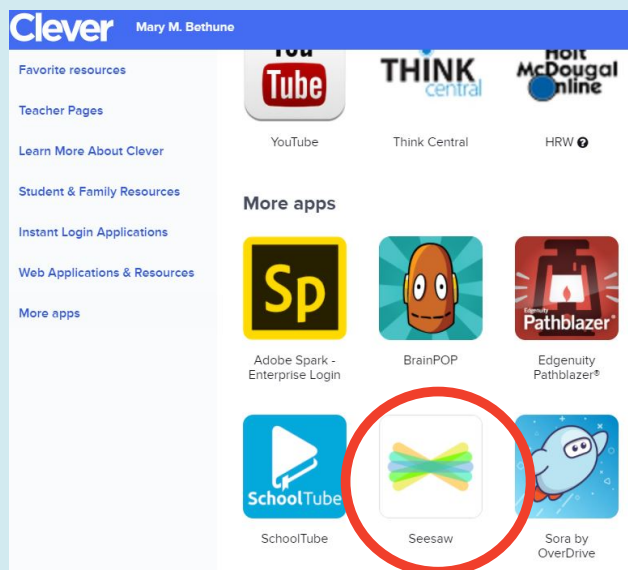
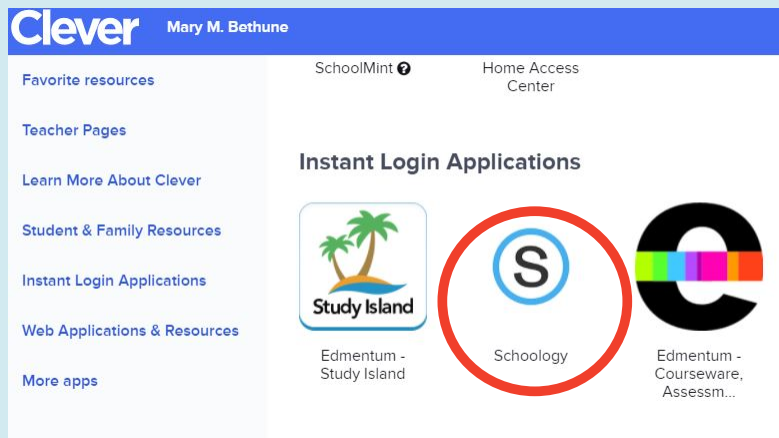
* Certain usernames have multiple variations, so the three numbers at the end may be different than what is listed above (001). Check with your scholar's teacher for their exact username.

The Password is case sensitive.

First Name initial (Capital) Lunch Pin First Name initial (Lower Case)

S12345ss

Adding Schoology and Seesaw as Favorites in Clever

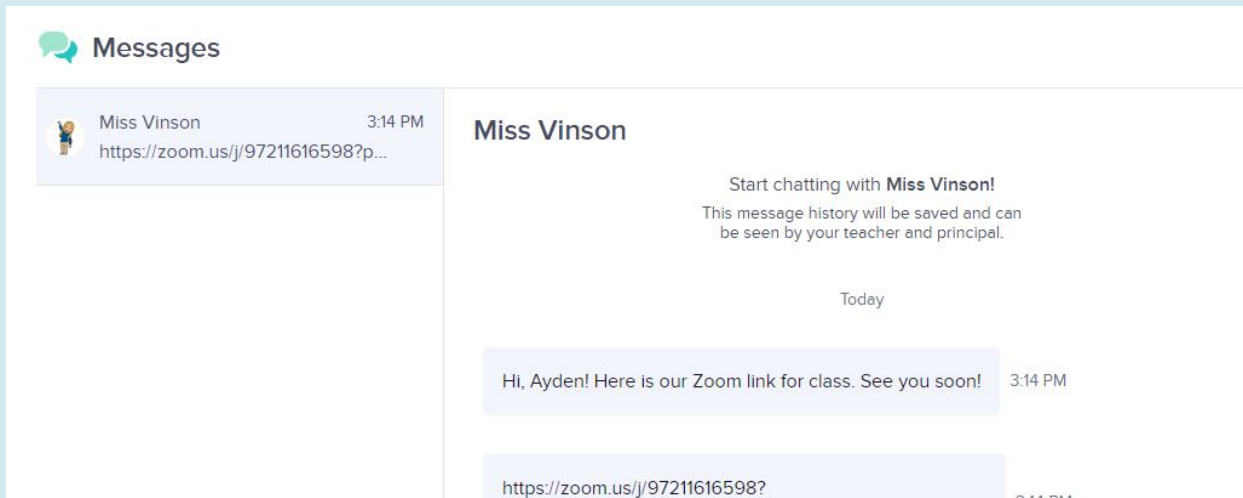
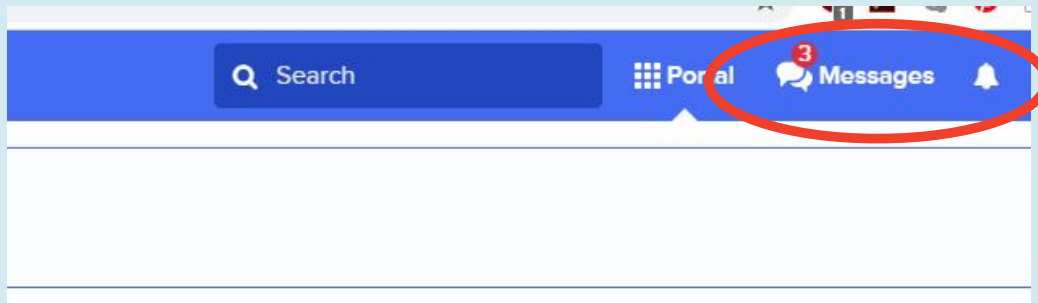


14. Once logged in to your scholar's Clever account, scroll down until you see the Schoology icon which is a black "s" in a blue circle.

- Hover your mouse over the icon until a pink heart appears in the top right corner of the icon.
- Click on the heart. This will make the Schoology app a "favorite" and will now appear at the top of your scholar's Clever account.

15. If your scholar is using the Seesaw app, follow the same steps outlined above but for the Seesaw app instead of the Schoology app.

Accessing Messages/Links in Clever



16. Once logged in to your scholar's Clever account, scroll to the top right corner of your screen and click on the "**Messages**" tab.

17. Click on the left tab to open a direct message thread with your teacher or a classmate. If there is a link in the message, copy and paste the link in a new pop-up window.