

How To Log Into the Clever Portal

Objective

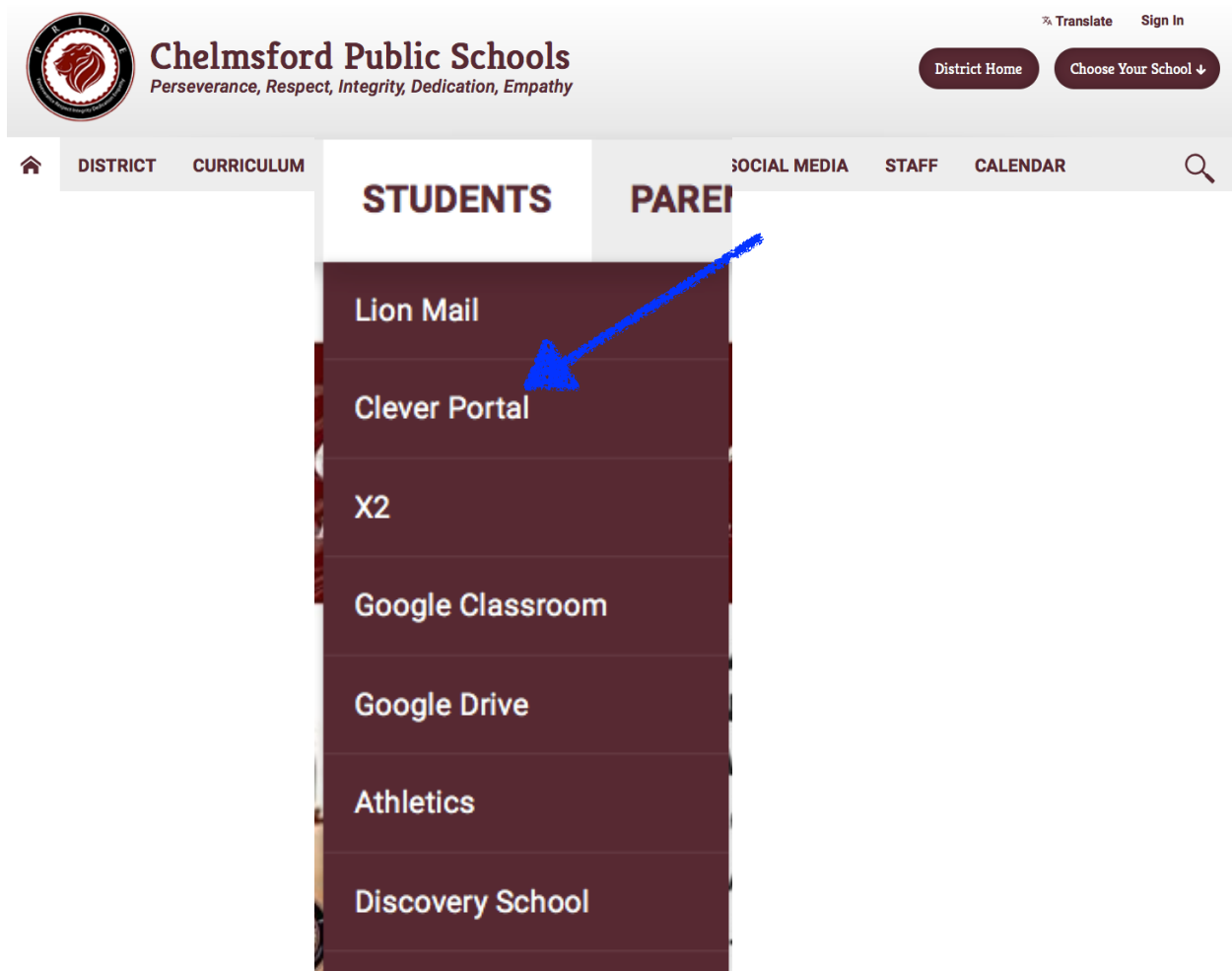
The purpose of this guide is to assist CPS users with the Clever Portal Login.

Materials

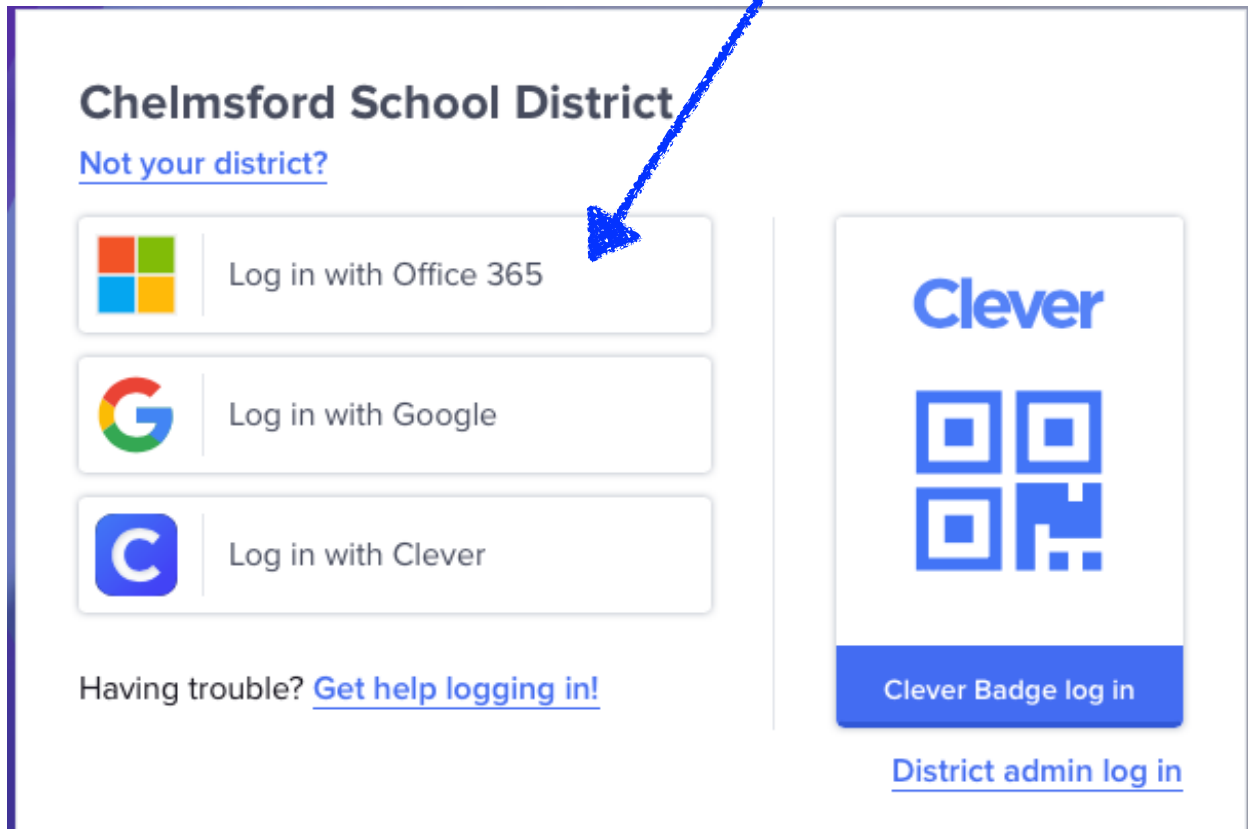
You will need access to an Internet connected device to complete this walkthrough.

Procedures

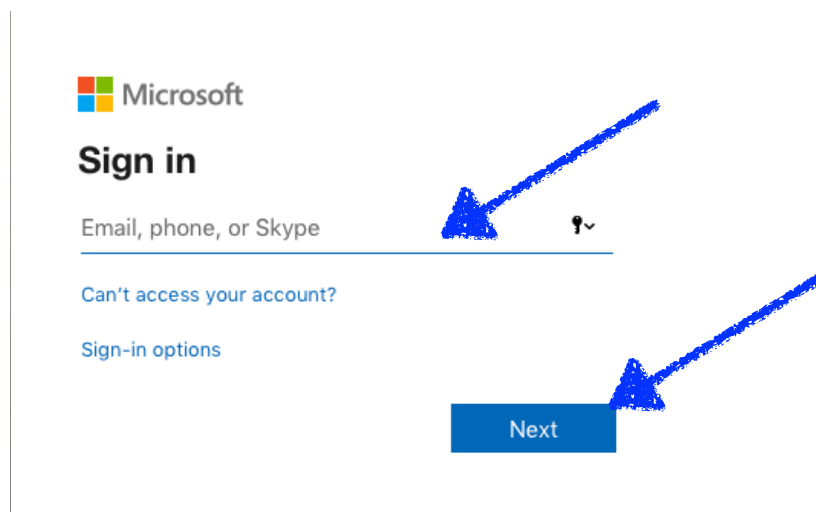
1. Open a web browser, such as Chrome, IE, or Safari and navigate to the Chelmsford Public Schools Website (<http://www.chelmsford.k12.ma.us>).
2. Hover over the STUDENT navigation menu and select Clever Portal from the list.



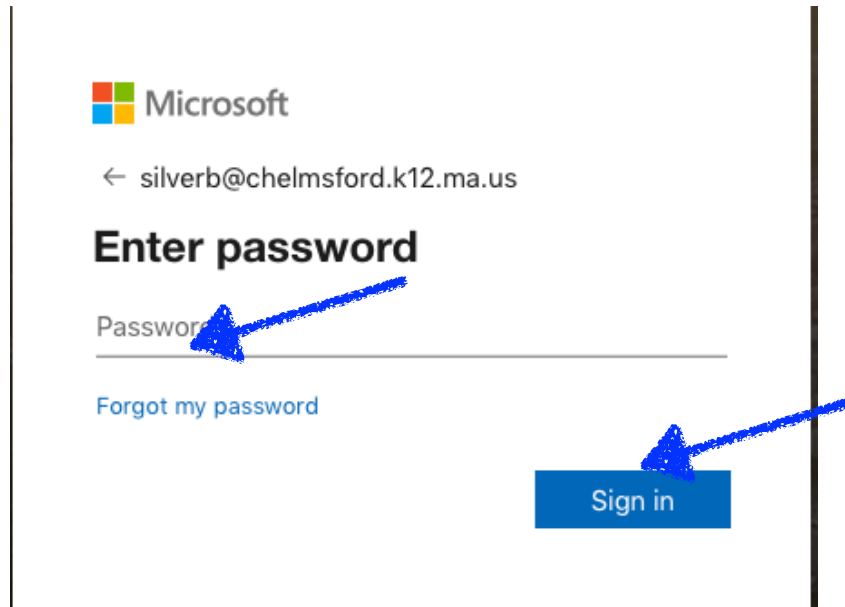
- This will bring you to the CPS Clever Portal Login Page. From here click LOG IN WITH OFFICE 365. The district uses Microsoft Active Directory for user accounts, so it is important to log in through this link.



- You will be redirected to a Microsoft screen which asks for a sign in. You will enter the student email address here. (i.e. ab225576@cpslions.com) This email contains the student Login ID which all students are familiar with, and the student domain cpslions.com. Once you have entered the email address click NEXT.



5. Now enter your password and click SIGN IN.



The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. Below it is the email address "silverb@chelmsford.k12.ma.us" with a back arrow. The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". A blue arrow points to the password field. Below the field is a link that says "Forgot my password". At the bottom right is a blue "Sign in" button, with another blue arrow pointing to it.

6. Next you will be asked to STAY SIGNED IN? You may select either option. Selecting YES keeps your session active longer.



The screenshot shows the "Stay signed in?" prompt. At the top left is the Microsoft logo. Below it is the email address "silverb@chelmsford.k12.ma.us". The main heading is "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in." There are two radio button options: "Don't show this again" (which is unselected) and "Yes" (which is selected). A blue arrow points to the "Yes" radio button. At the bottom are two buttons: a grey "No" button and a blue "Yes" button.

7. Congratulations! You are now logged into the Clever Portal and may select an application to work on.

Clever Chelmsford School District

These are your district's default Portal resources

Instant Login Applications

Instant Login Applications

Get Google Chrome for one-click access to any program

I-Ready IXL Keyboarding Without Tears Lexia Core5 FOSSweb Big Ideas Math StrataLogica BrainPOP

BrainPOP Jr. BrainPOP ELL Learning A-Z

My Resources

Email Google Drive Chelmsford Public Schools Google Aspen Khan Academy Destiny Library Catalog OverDrive

NoodleTools

Clever Help Resources

Please note on an i-Pad you will need the Clever App (Free App). Download from the App store, and follow the instructions to log in. If you are using a Fire tablet you will need to download the latest chrome variant from their application store, and follow directions above.

