For Students:

Log in TEAMS, using Clever!

1. Go to **Clever** Portal https://clever.com/in/gocanes

2. Type **username and password** to log-in Clever:

Username — *Students type your Office 365 email address.*
Example: firstname.lastname@student.benhillschools.org

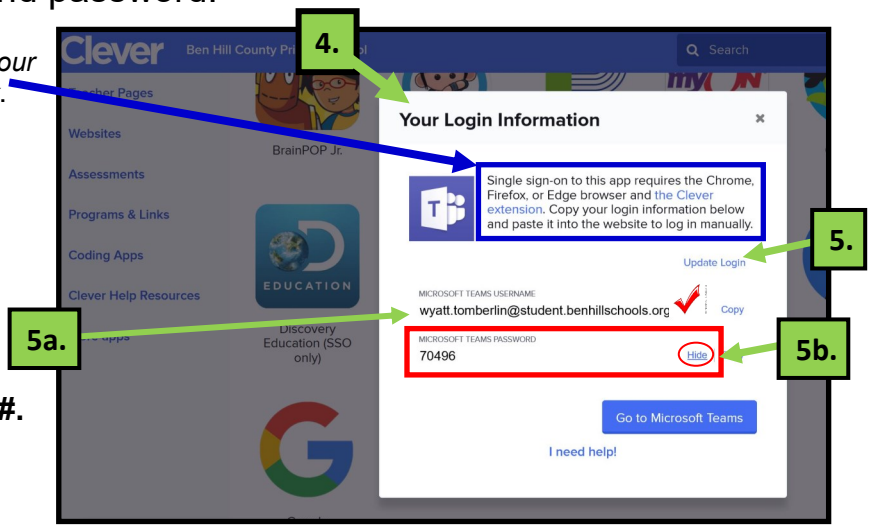
Password — *Students type your 5 digit lunch number.*
Example: 12345

3. In Clever, click on ***Microsoft TEAMS Icon***



4. The **Log-In Information** screen will appear for you to update and confirm your TEAMS username and password.

Note: If you do not have the Clever extension on your computer, you can download it using this link.

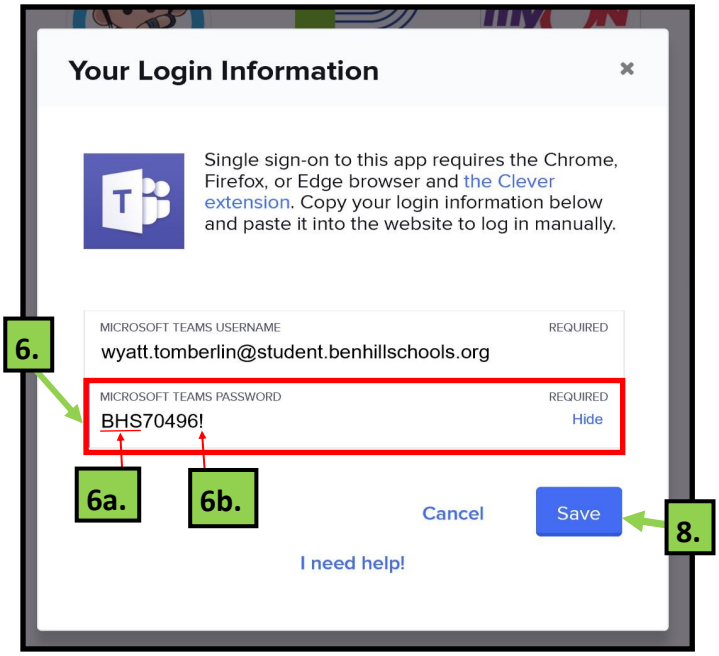


5. Click on **Update Login**
- **5a**. Check your email address; it should be correct.
- **5b.** Click **Show** to view password. It will show only your **5 digit lunch #.** Go to step 6.

6. Your Office 365 & Teams **password** should be " **BHS12345!** "

6a. To correct this, **carefully, place your cursor** *in front of your lunch number* and type capital " **BHS** "

6b. Next, ***place cursor*** *at the end of lunch number* and type exclamation point " **!** "



7. **Review!** Check your password to ensure it is correct — **BHS12345!**

8. Click blue **Save** button.

Created 4-22-20
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