

## For Students:

# Log in TEAMS, using Clever!



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

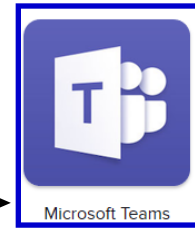
2. Type **username and password** to log-in Clever:

**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.