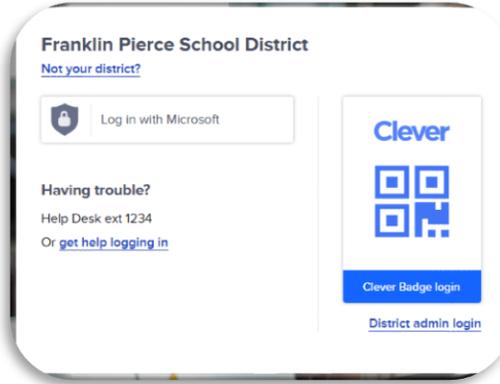




Clever Password Manager

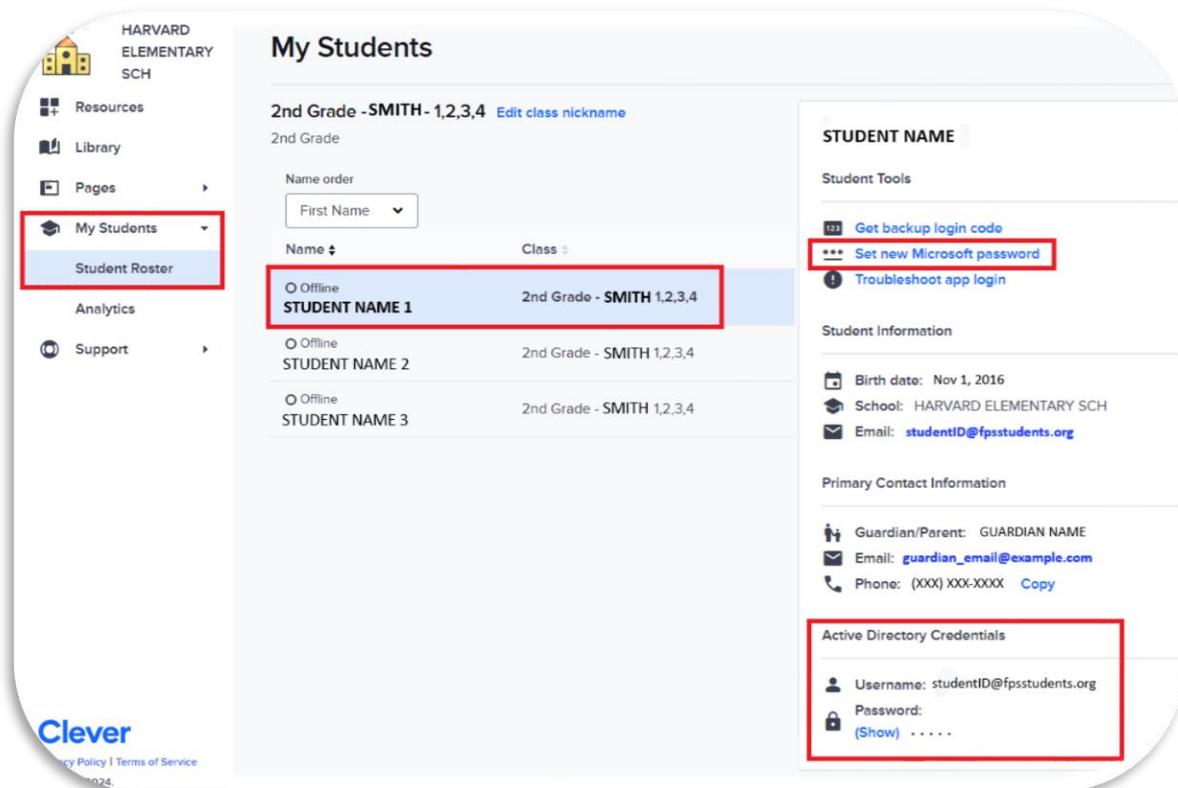
Clever Password Manager is used to view and reset student passwords.

1. Open DORA and click on the **Clever Password Manager** icon. On the Clever login screen, click on the **Log in with Microsoft** button. If you've already logged into Microsoft, Clever will open automatically. If not, you'll be asked to enter your district email and password to sign in.



2. For Teachers & Elementary ITS

On the Clever dashboard, click on **My Students** -> **Student Roster** to see a list of your classes and students. You can also click the **search bar** to search for students by name. You can click **Show** to see your student's password, or click **Set new Microsoft password** to reset it.



3. **For Secondary Multimedia Technicians (and other select staff)**

You can manage passwords for all students at your school. Click the **Dashboard** -> **Search** to search for students by name. Then click **Show** next to Active Directory Password to see the password, or **Support Tools** -> **Change AD Password** on the student's page to update the password.

The screenshot shows the top navigation bar with 'Dashboard' highlighted. Below it is the student profile for 'STUDENT NAME' at 'HARVARD ELEMENTARY SCH'. The 'Support Tools' dropdown menu is open, showing options like 'Change AD password', 'Download Clever Badge as PDF', etc. The 'Active Directory Password (Show)' field is highlighted in red.

4. Type the new password twice and click **Reset**. Keep in mind that passwords must have the minimum password complexities: Minimum of 10 characters, cannot be a previously used password, must contain 3 of the 4 complexities (Upper case, lower case, number, special character)

The form is titled 'Set new password for AD'. It includes a warning about password complexity requirements. Below that, it lists the student's ID, name, grade, and school. There are two input fields for 'New Password' and 'Confirm Password', each with a placeholder 'New password' and a blue eye icon. A 'Reset' button is located at the bottom left.