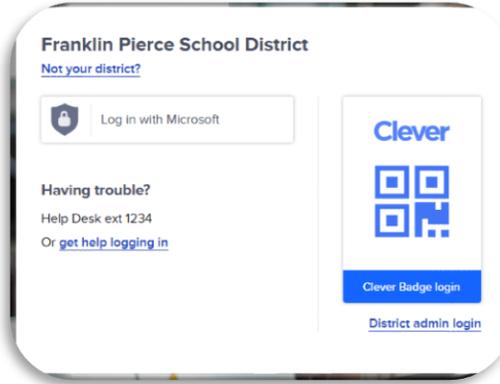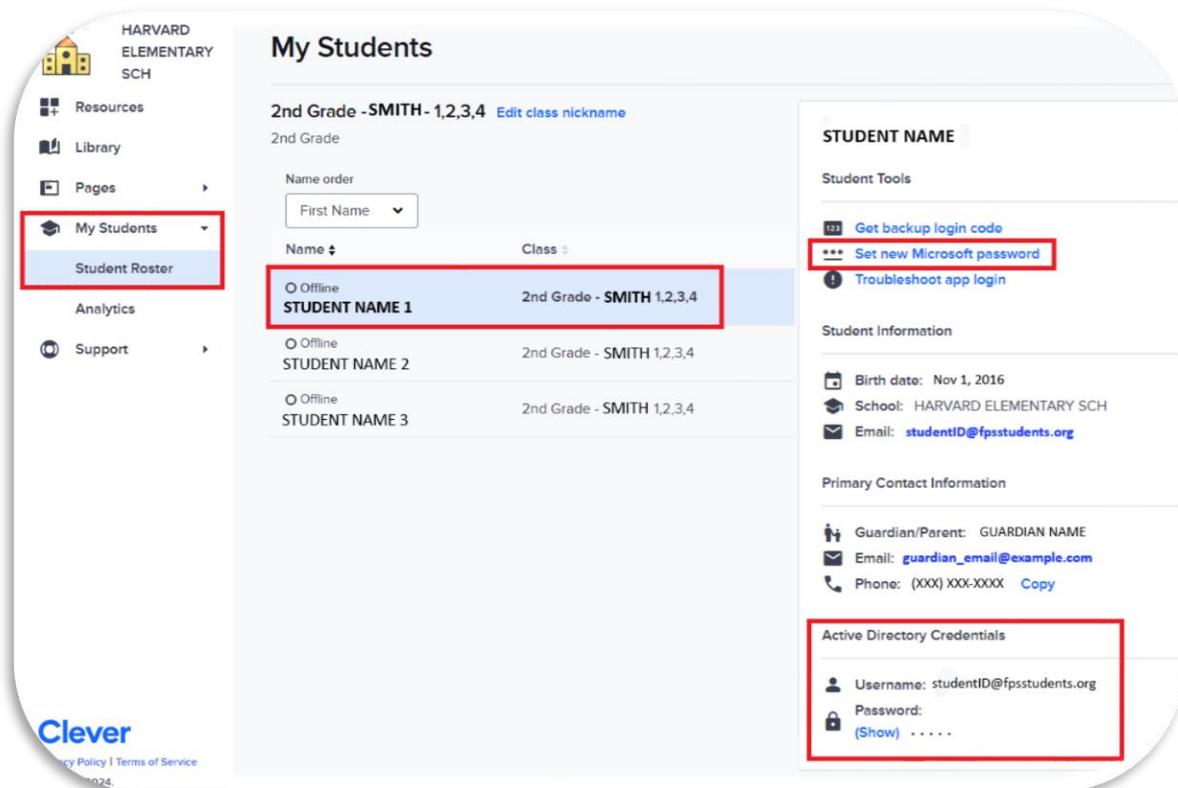# Clever Password Manager

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.

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)