

HOW TO CHANGE YOUR PASSWORD VIA CLEVER



1. Login to the device (Chromebook / Windows) using your current credentials.
2. Open a Chrome browser
If on a Windows Device, Open Chrome Brower and Login to Chrome
3. In the browser, go to Clever (the Clever dashboard is typically the first screen that comes up when opening a Chrome browser. Login to Clever with Google.
4. In Clever, at the top right, click on the down arrow ▼ next to your name and select **“Change AD password”**.

5. After clicking “Change AD Password”, a **“Set AD Password”** box will appear.
6. At this point, the **user created** password will need to be typed in the NEW PASSWORD box, and then Confirmed by typing the same **user created** password in the CONFIRM NEW PASSWORD box.

Strong Passwords should follow the below recommendations:

- Minimum 10 characters
- Include at least 1 of each of the below:
 - Capital Letter
 - Lowercase Letter
 - Number
 - Special Character

7. Once the user created password has been typed, press **Set New Password**.

Now that the password has been changed, that is the password that will be used for logging in to Windows devices and all Google Authenticated Applications/Programs (Clever, Email, etc).

If you have your email on your phones or personal computers/ tablets; you will need to updated those applications on those devices with your newly created password.

Passwords should be guarded and not shared. Sharing your password provides the opportunity for someone to access your information, account, and to do something against the acceptable use policy in your name.

A screenshot of the 'Set AD Password' dialog box. At the top, it says 'Set AD Password' and 'The password will need to meet your district's password complexity requirements.' Below this is a preview of a password field containing 'Ada Lovelace' and a strength indicator with five dark circles. Underneath are two input fields: 'NEW PASSWORD' and 'CONFIRM NEW PASSWORD', both with masked characters and 'REQUIRED Show' links. At the bottom, there are two buttons: 'Set new password' (highlighted in yellow) and 'Cancel'.