

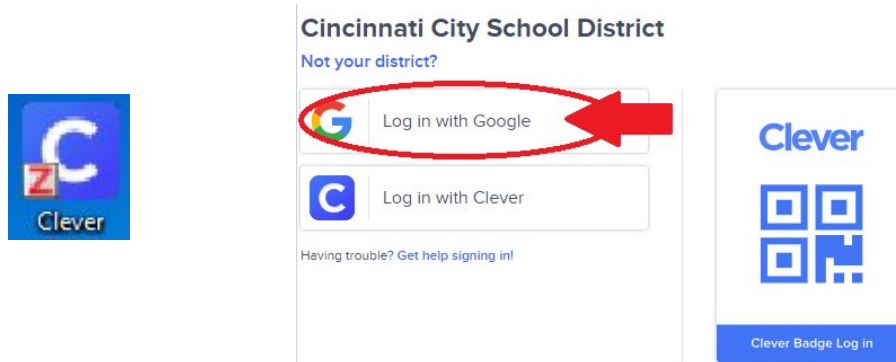
<https://clever.com/in/cps-k12>

Purpose:

CPS is working to provide a one-stop portal for our district-supported and approved applications in order to reduce the number of sites to which you need to navigate and logins to remember. This provides ease of access to applications for students and staff! Soon, new teacher laptops will only have the Clever link on your desktop to access applications, so build the habit of using Clever today!

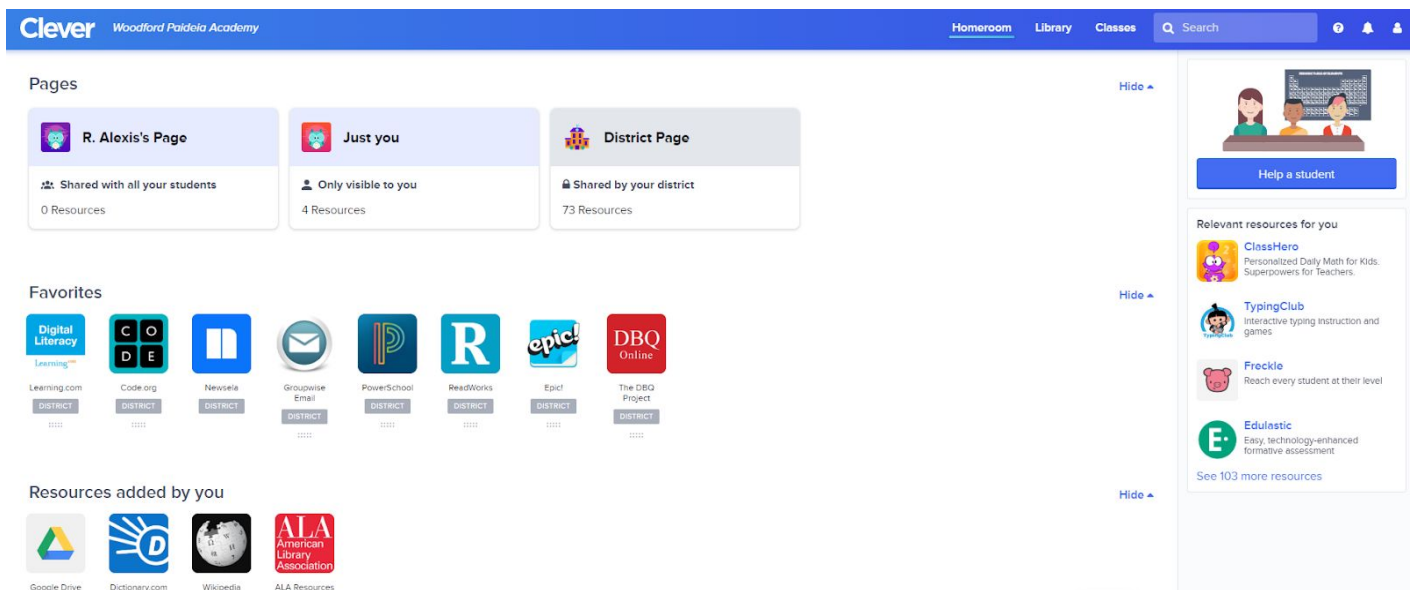
How to Launch:

Click on the Clever shortcut on your desktop or go to the website above. Teachers, staff and students can log in to Clever using their CPS Google credentials.



Navigating the Portal:

Each user has a unique view based on their role. Applications are organized into four main categories based on how you access the application. There are help and resources sections as well. The portal is designed with user friendly tiles for each application as well as a menu on the left panel to "jump to" a particular set of applications.



Above is a sample of a teacher dashboard. Student and other staff views will vary.

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More Information on Categories:

The applications you will have access to vary by district purchased, school site purchased, or just login links. Only those that you have access to will be presented in the portal.

The four application categories are:

1. **Favorites** – Users can mark “favorites” by hovering over an app and clicking the small heart and these apps will appear at the top for that user. You don’t have to scroll to get to your favorite apps!
2. **Other Categories** – Some schools technology coordinators are adding specific apps for the school which will appear at the top, or you might add your own resources which will appear at the top. Almost everything is customizable in Clever!
3. **Instant Login with Rostering Applications** – Users will be pre-populated into courses based on PowerSchool schedule and rosters will be kept up-to-date by the nightly sync. These are pushed out from the district level.
4. **Instant Login Applications** – Users can access materials, but may need to be grouped into courses by teachers--not integrated with PowerSchool schedule. These groups will not be updated/adjusted by the nightly sync, so will need to be managed by teachers if rosters change.
5. **Instant Login with Save Passwords (Extension Required)** – The District manages which apps can have passwords saved. This is very handy for easy access to your webmail, business plus for access to paystubs, etc. You will need to use the Chrome Browser and add the extension. Click [HERE](#) to add directly from Chrome.
6. **Login with Google** – Users may need to re-enter their Google credentials (@cpsboe.k12.oh.us for teachers and @cincinnatiips.org for students) once they click on the access tile within Clever. If you remain logged into the Chrome Browser (Sync turned on), you will gain more instant access.
7. **Other District Application Login Links** – Users will need to know login credentials for the application--this is just a way to keep all of your links in one convenient spot.

Trouble Accessing:

You have access to applications by subscription and/or by your role in the district. If you believe you should have access to an application through Clever and **do not** see it in your portal, please contact the Help Desk at itmhelp@cpsboe.k12.oh.us.

If the error pictured below pops up, your account might not be generated yet. Try refreshing your browser first by clicking on the small round arrow in the URL field. Make sure you’re using the correct credentials to access.

Uh oh!

Log in with a different account



I Need Help:

From the Clever portal, you can scroll down to the “I Need Help” section to access help features, or simply click [HERE](#). If you run into any further problems with Clever, please contact the Help Desk at 363-0390, dial option 1.

➔ I Need Help! (District)



myCPS
Staffnet



Clever
Portal Guide



Clever Help
Center



Clever Badges
for CPS