## **Student Password Changes**

## If the student knows their password

- 1. Go to <u>https://clever.com/in/bismarckschools</u> (also available through the student login portal and on the Library Media databases page)
- 2. Click the Log In with BPS Google account button

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|                | 6               | Log in with BPS Google account           |                                    |   |
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|                |                 | Log in with Active Directory             |                                    | 7 |
|                | Having          | trouble? Get help signing in             |                                    | 5 |
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|                |                 |  | Clever Badge Log In                |   |
|                |                 |  | District Admin Login               |   |

3. Click on the student's name in the upper right corner and select Change AD password

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| Links           |                     |                             |                      |         | Log o       | ut     |       |        |     |

- 4. Enter the new password and click Set new password.
- 5. Encourage students to set a recovery method. This will enable them to reset their password in the future if they have forgotten their password. A cell phone or non-bps email account is required.



## If the student doesn't know their password

## **Option 1: Clever Account Recovery**

This option only works if the student previously set up account recovery in Clever with a cell phone or non-bps email address.

1. Go to https://clever.com/in/bismarckschools. Click Get help signing in.



2. Click Recover Active Directory account with backup method. The student will be prompted to enter their bpsapps email address and will then receive a text or email at their registered recovery account.

| UAATG37X2    | Students: Log in with a Backup Code  |
|--------------|--|
|              | Your teacher can generate a backup code to help you log<br>into your Clever Portal.                        |
| Ada Lovelace | Recover Active Directory account with backup method  |
|              | Use a backup method (such as email or phone number)<br>to restore access to your Active Directory account. |

Option 2: Visit the school LMS, Library Assistant, or building technician