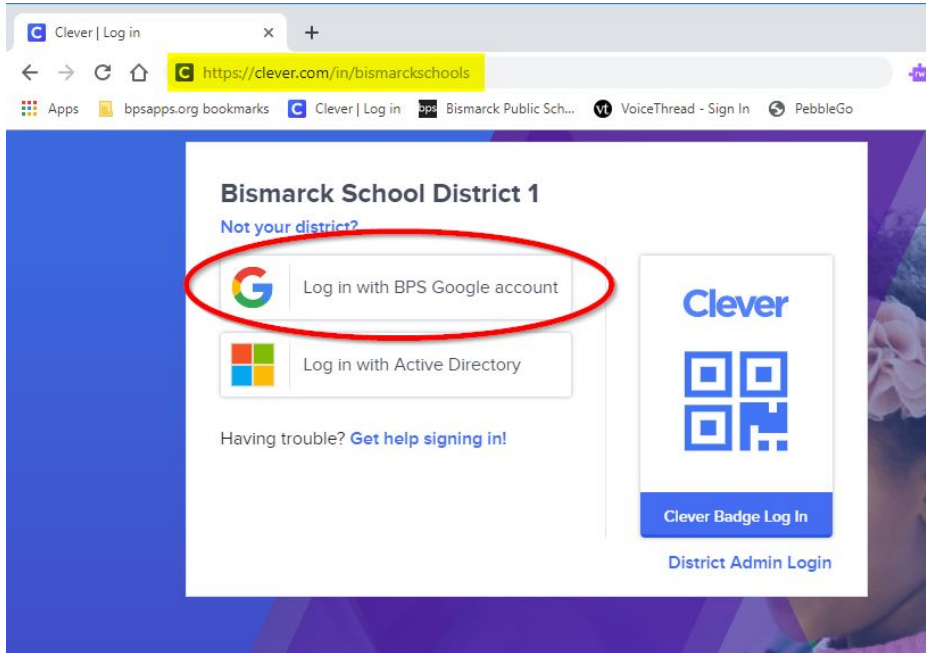


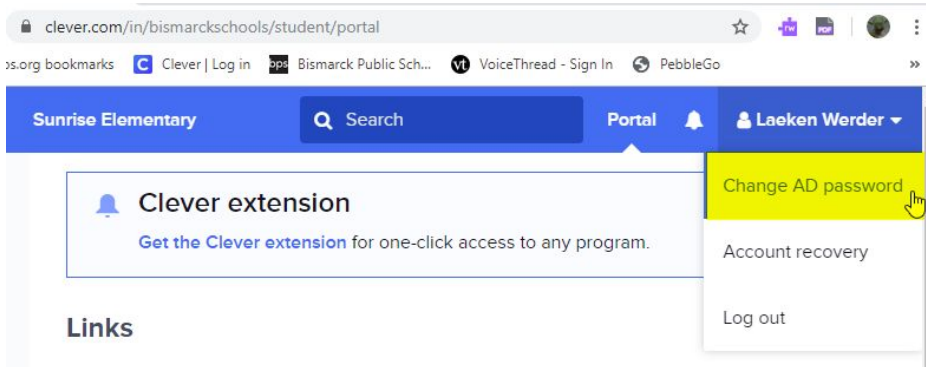
# Student Password Changes

## If the student knows their password

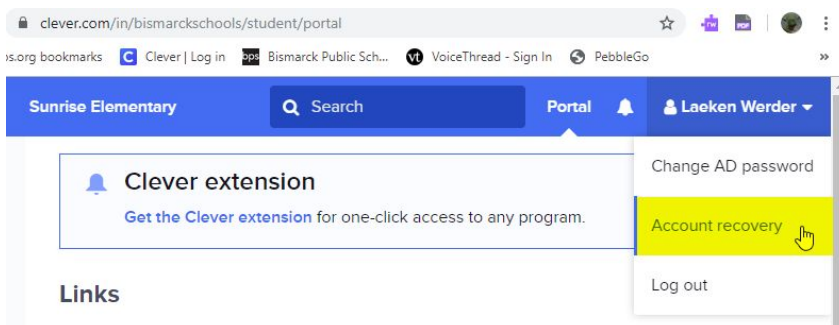
1. Go to <https://clever.com/in/bismarckschools> (also available through the student login portal and on the Library Media databases page)
2. Click the Log In with BPS Google account button



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



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.

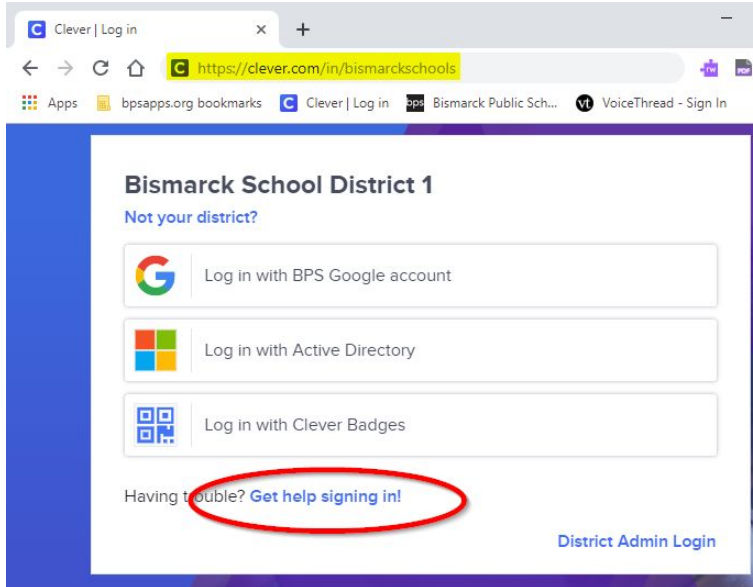


# If the student doesn't know their password

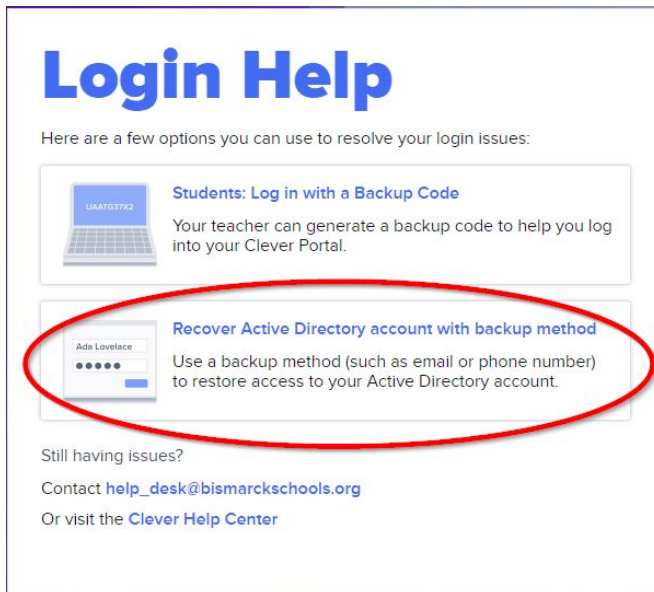
## Option 1: Clever Account Recovery

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.



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