How do I reset a student's Clever password? (Teachers)

10 April 3, 2023 [Clever](), [New Staff]() 3082

Teachers and certain staff in Clever have the ability to reset their student's Clever password. The students teachers will see will depend on the students classroom assignment in PowerSchool. If you do not see a student on your clever classroom you will need to check with your school to ensure that the student in enrolled correctly in PowerSchool.

Resetting a student's Clever password

1. Visit the [LPS homepage]().
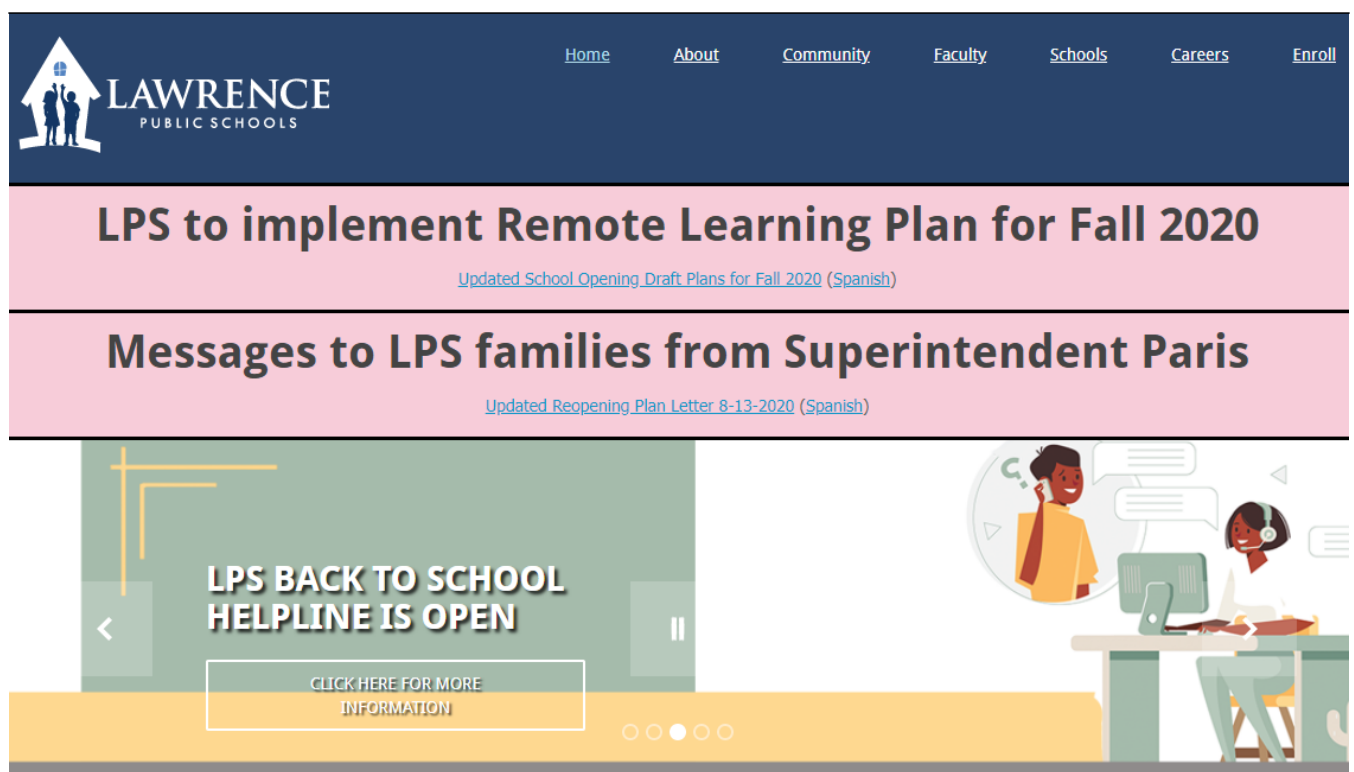
2. Click on the **Faculty** tab at the top of the page.

3. Click on the link labelled "**Clever Staff**"

Faculty   Schools   Careers   Enr

FACULTY

Code of Conduct

Clever Staff

Office 365 Apps Staff

Employee Self Service

Frontline

Extra Duty Job Postings
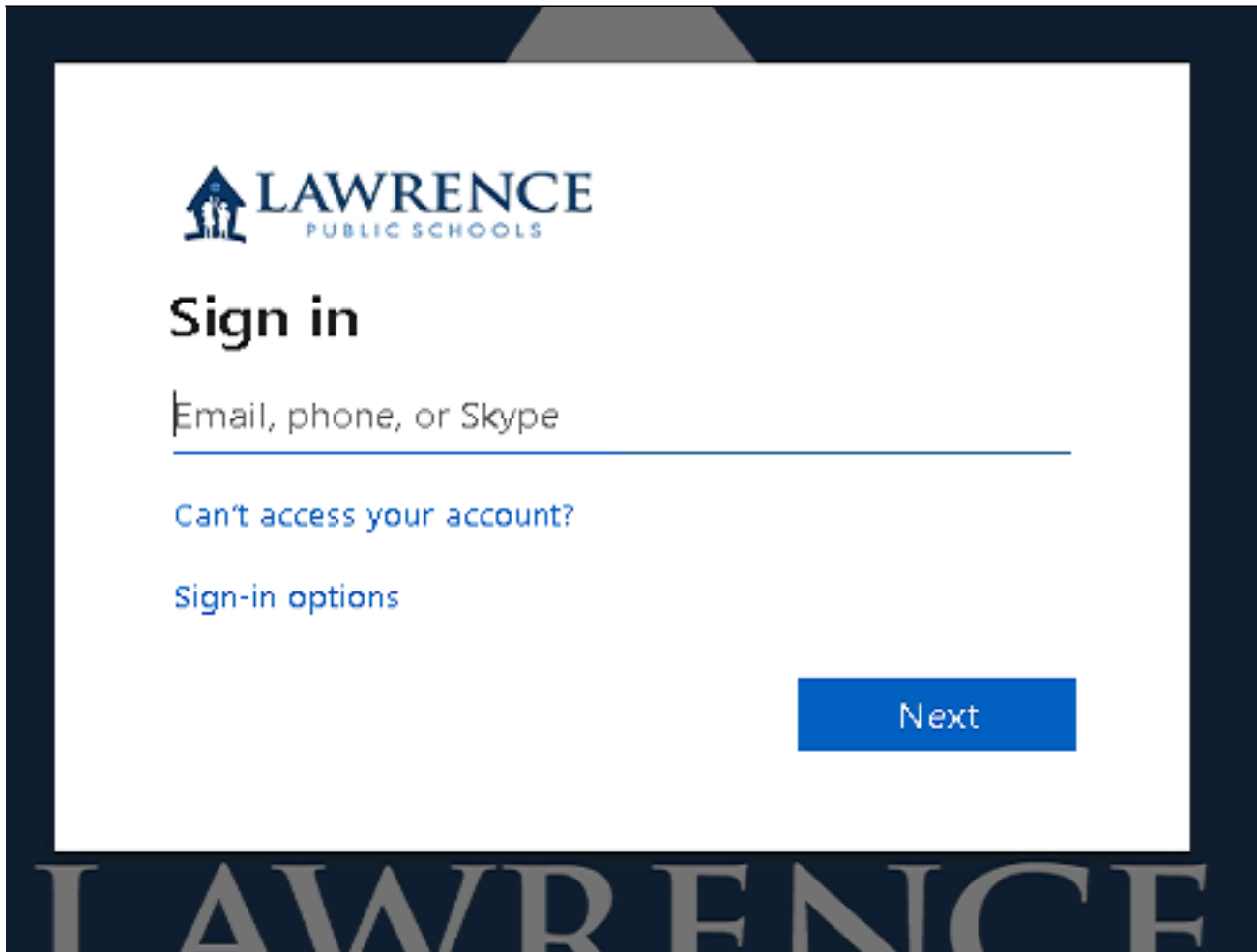
Google Apps

Google Drive for Education

Forms

IS&T Help Desk

Microsoft Teams

Payroll Information

Policies

4. Log in using your LPS account

5. (**Optional**) If you are asked to select a user click on "**Log in as a teacher**"

NOTE: The direction below are as written at the following Clever support article:

https://support.clever.com/hc/s/articles/222933888?language=en_US#reset-password

6. Navigate to the Teacher Page you have shared with the student who needs help.

7. From the student list on the left, select the student's name and select "**Reset student password**".
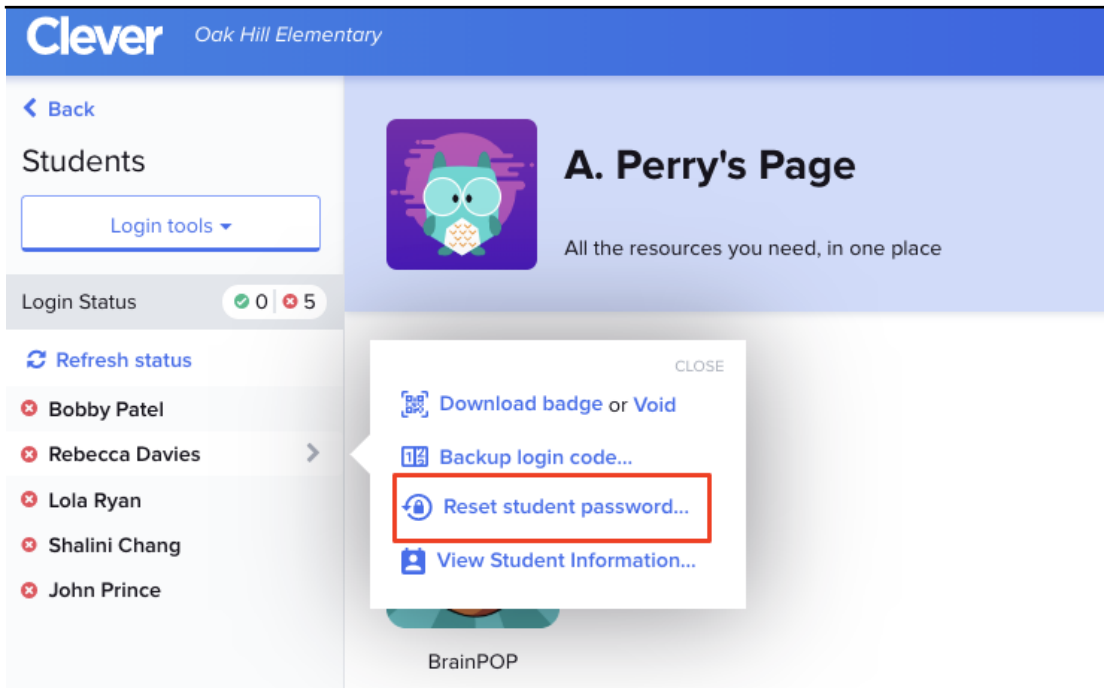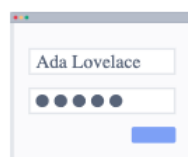
8. A window will pop up allowing you to reset the student's Clever password.

Set Clever Password ✕

Set a new Clever password for Agnes Sauer.

Ensure that the password is at least 4 characters long.

NEW PASSWORD   REQUIRED
                                                Show

Set new password

9. Type a new password into the field and click "**Set new password**"

10. Please ask the student to create a secure password after they get back into their account see How do I change the password to my Clever account? - Students