How do I reset a student's Clever password? (School Tech Lead)

1029 April 3, 2023 [Clever](#) 1853
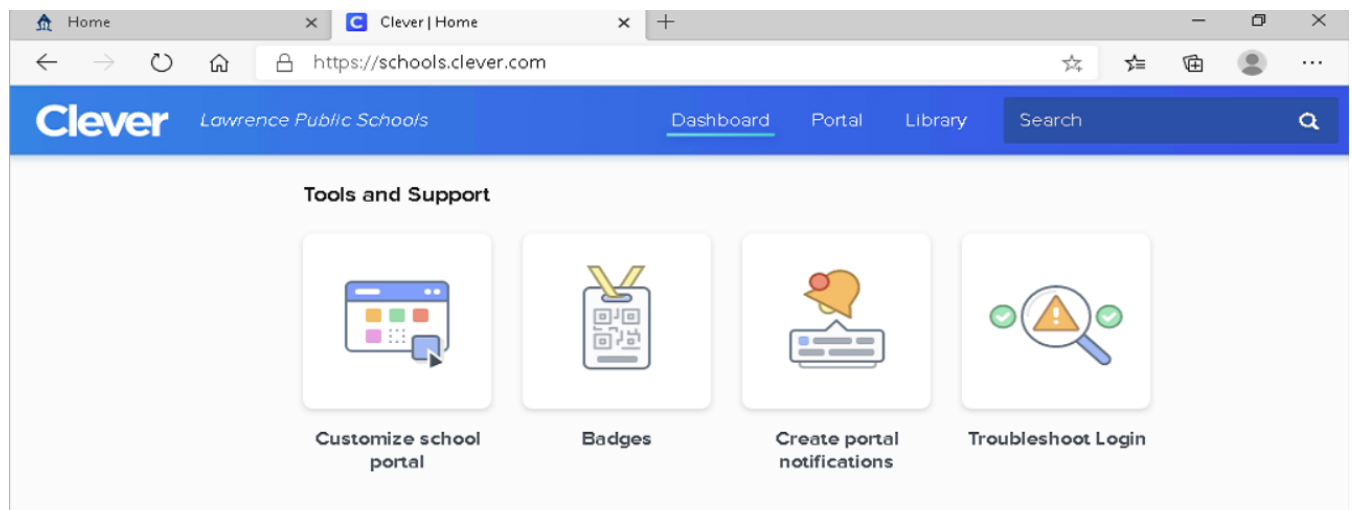
School tech leads have the ability to reset any student's password in their school

 NOTE: The direction below are as written at the following Clever support article:
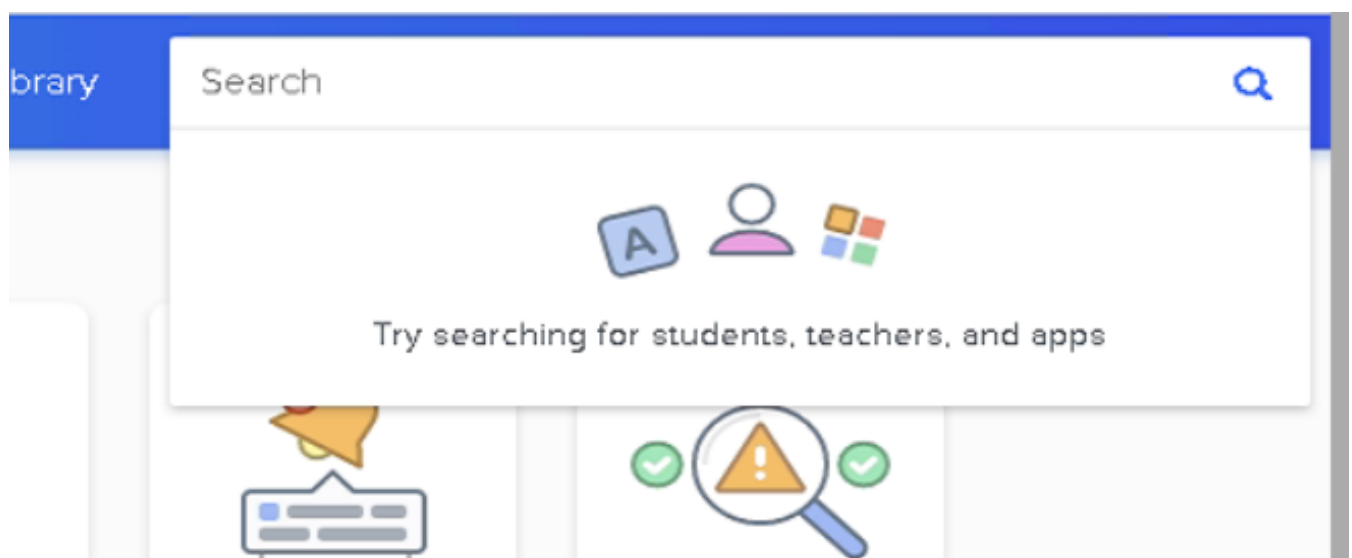
https://support.clever.com/hc/s/articles/360044867112?language=en_US#LoginWithClever
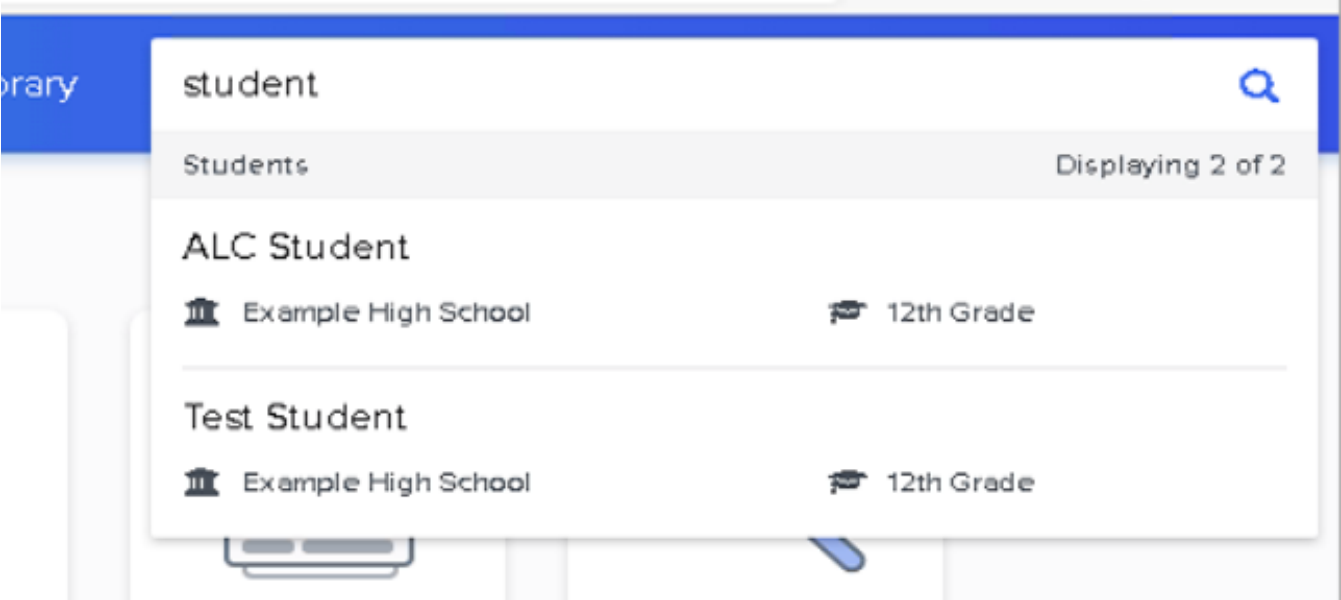
Resetting a student's Clever password
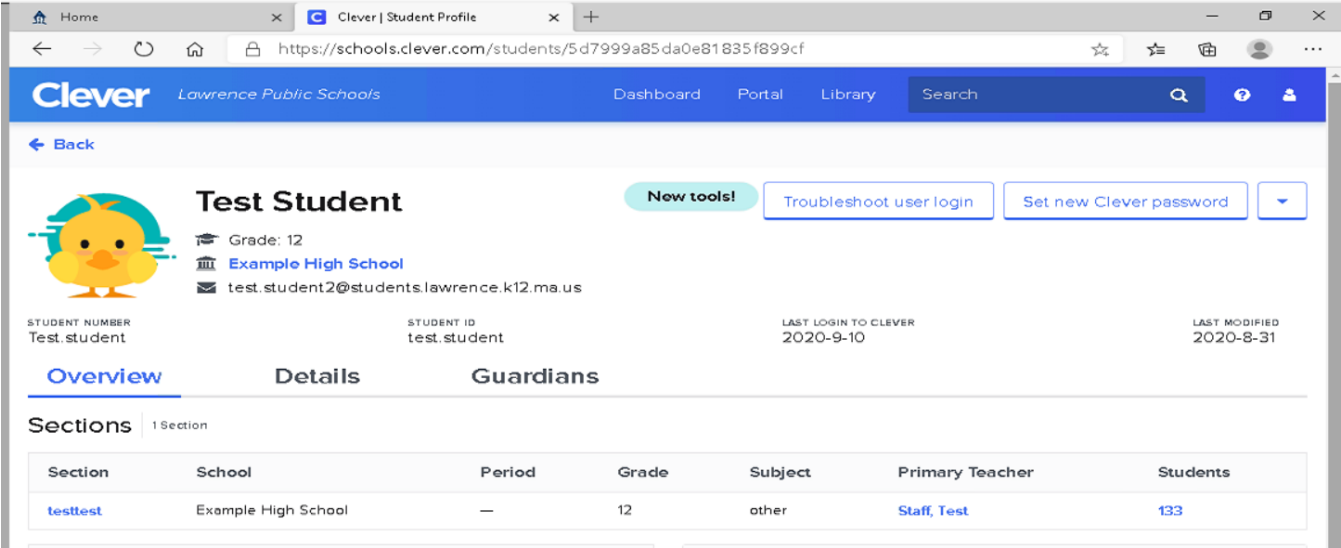
1. Log in to [Clever](#) .

2. After logging in click on the search bar at the upper right of the page.

3. Enter the name of the student, the student's lunch number by itself, or email address (Lunch number)@students.lawrence.k12.ma.us .

4. A listing of students will appear under the search bar. Click on the student you are searching for from the list.

4. You will be taken to the student's profile page.

5. Click on button labelled " **Set new Clever password** ".

Set new Clever password

6. Enter a new password for the student, then click on the **Save** button.

Set new password

Enter a new password for Test Student.

Ensure that the password is at least 4 characters long.

NEW PASSWORD   REQUIRED

Cancel   Save

7. A message will appear when the password is successfully reset.

Student's password was successfully updated!

Student

New tools!   Troubleshoot user login   Set new Clever password

de: 12

Online URL: https://kb.lawrence.k12.ma.us/article.php?id=1029