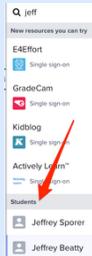# CLEVER ACADEMY

For Teachers: How to create a backup login code for students unable to access Clever

1 Log in to your Clever account.
Search for the student by name in the search box at the top of the page.
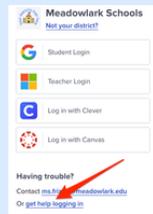
2 Select the student from the drop-down list.

3 From the box, under Student Tools click *Get backup login code.*

4 Provide the student with the code and have them go to your school's Clever Portal login page.

5 Have the student click *Get help logging in.*

6 They'll choose *Students: Log in with a Backup Code.*

7 Just have them enter the backup code and click *Log in.*
That's all there is to it!

Please note backup codes expire 15 minutes after issuing.