Login Instructions

STEP 1

Go to your portal: https://clever.com/in/helenaschools

STEP 2

Log in with your Clever username and password:

Username Hint: This is your district username (the first part of your email).

Password Hint: This is the password you use to log in to a computer.

TEACHER

Username: School username

Password: School password

STUDENT

Username: School username

Password: School password

What is the Clever Portal?

The Clever Portal is where students can access all of their learning applications. Here is an example of a student's Clever Portal:
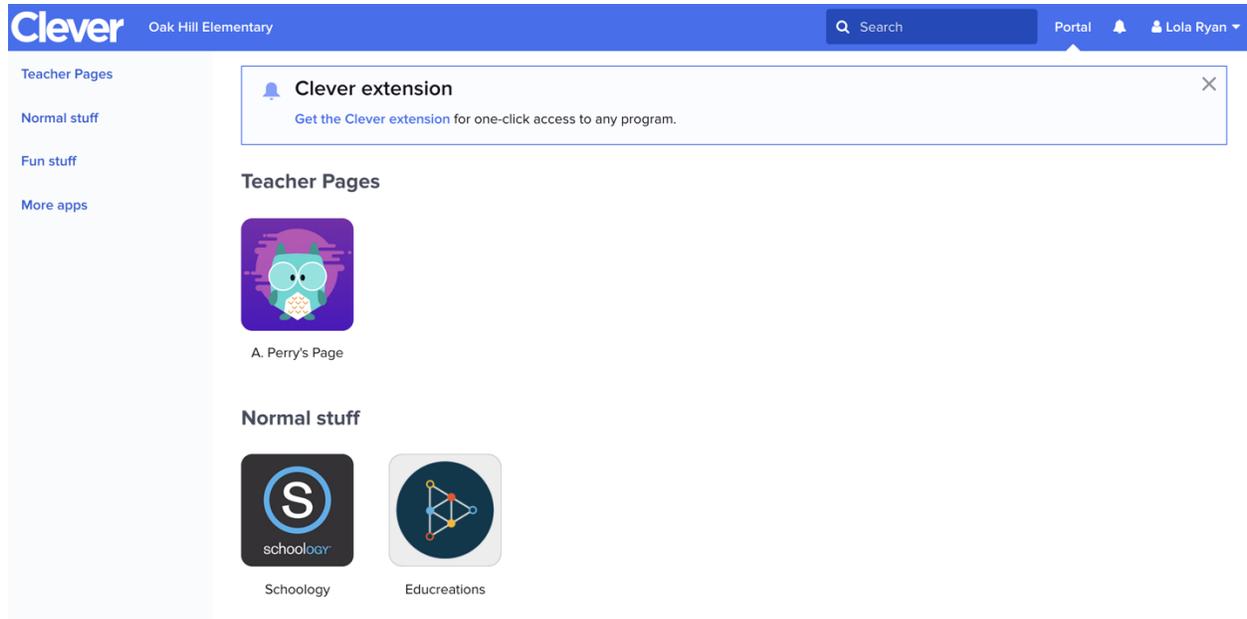
Your student's Clever Portal might look different, depending on the applications their school has added to Clever. If your student is missing an application they need to access in the Clever Portal, please contact your student's teacher!

Note: Adding the Clever Extension, noted above, is not required, but will make logging in easier the next time your student does so.

Below are the steps to access your students' district-provided Outlook account.

Step 1. Log into the device you will be using click on the appropriate browser (Google Chrome, Microsoft Edge, or Mozilla Firefox).

Step 2. Depending on the device you are using there are two options:
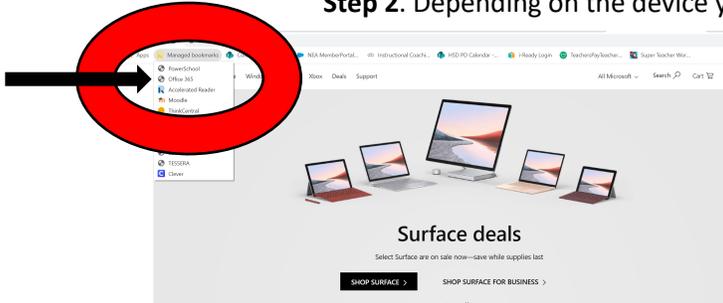
On non-district devices → Go to
http://office365.helenaschools.org/.

On district devices → Look for *managed bookmarks*, top left under the address bar. Click this and select Office 365 from the drop down menu

Both options will bring you to the Sign in screen as shown on Step 3.

Step 3. The screen shown below is the Helena Public School's Organization Sign In page. Students will log on using your first initial and last name @ helenastudent.org. The password is your student ID number. *If your student is unsure of this number, you can check on PowerSchool for the ID number or email the classroom teacher.*
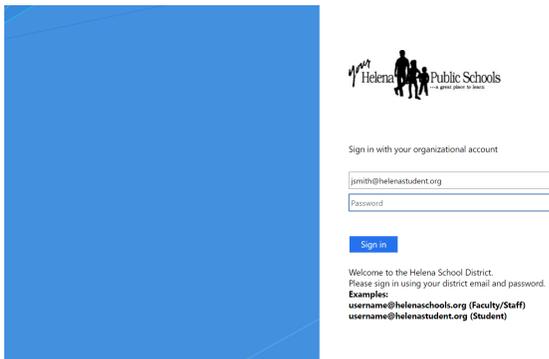
For example: Jane Smith as a student is jsmith@helenastudent.org, then the password is a six digit ID number. After entered, click SIGN IN

Step 4. The next screen maybe asked to stay signed in. You may choose either option and then be taken to one of two screen:
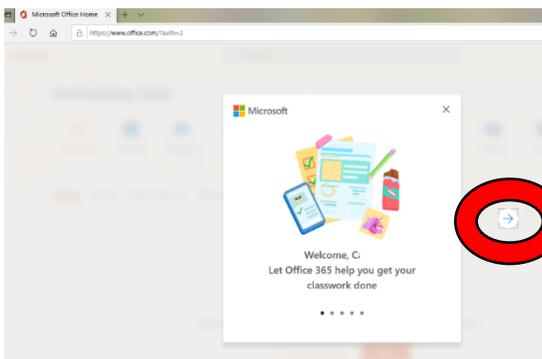
First time logging in: the initial welcome screen if your student has never logged in before. You   have five screens of information to click through. Use the arrow on the left to progress through the screens.

Logged in before: You will be taken to the **Step 8** screen.

Step 5. After the informative slides, you will get a landing page shown below. Click on Outlook. This will take you to a page and options to set-up the account will be presented.
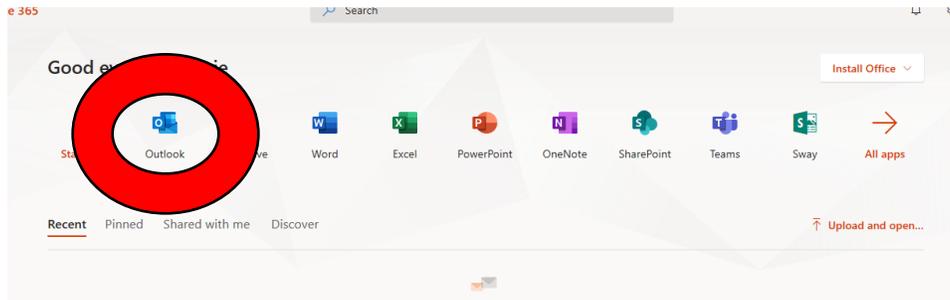
Step 6. Two screens of customizable options are presented after this. Click on the arrow- the first option is time and date. The second screen is options for themes.
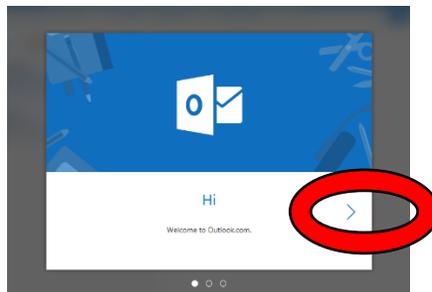
Step 7. Once you have completed the customization screens, you will see the Get Started Screen below. Click on GET STARTED to complete the set up process.
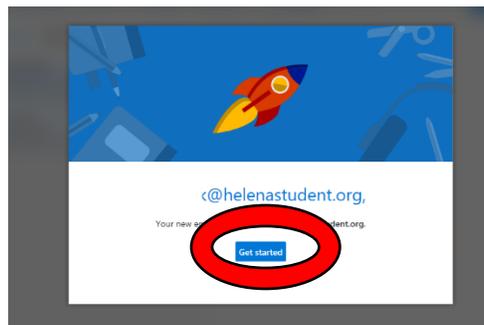
Step 8. You are ready to go! Your student will be able to access their email. Please know that they may have some computer-generated emails from the school, and these can be deleted.
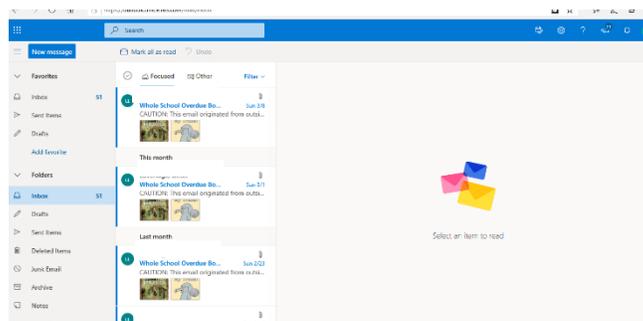
Sign in and get started with Teams

Sign in to Teams

1. Start Teams.

    o In Windows, click **Start** ⊞ > **Microsoft Teams**.
    o On Mac, go to the **Applications** folder and click **Microsoft Teams**.
    o On mobile, tap the **Teams** icon.

2. Sign in with your Office 365 username and password.
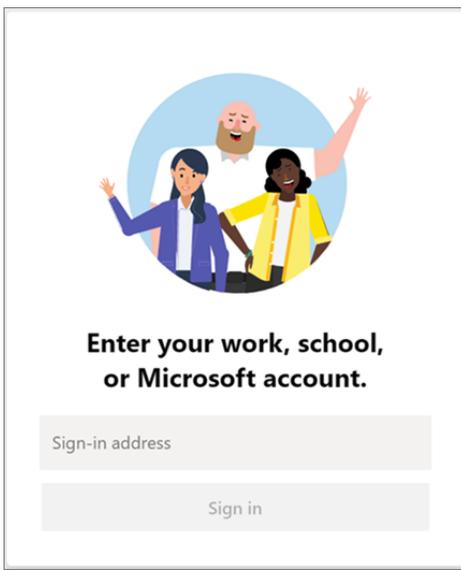
Pick a team and channel

A *team* is a collection of people, conversations, files, and tools — all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Select **Teams** ⠿⠿ on the left side of the app and then pick a team.
2. Select a channel and explore the **Conversations**, **Files**, and other tabs.
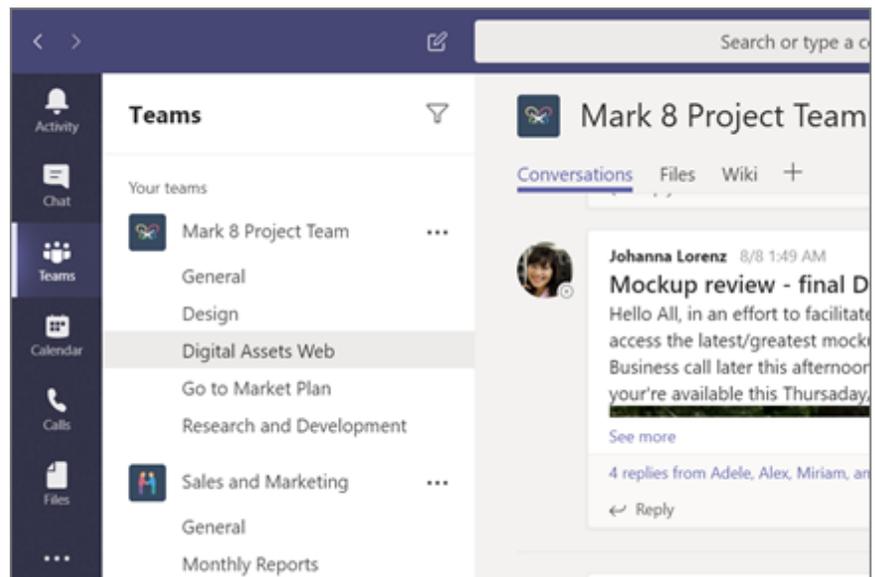
Calendars and Assignments

You can Select "Calendar" on the right to see meetings your teacher may have scheduled or "assignments" to do directly to work your teachers has assigned.