1. Click on the Clever desktop shortcut or open Google Chrome and go to clever.com/in/dpscd

2. Click “Log in with Active Directory”
   Teacher’s will use the same credentials that they use to login to their email.
   Student’s will follow the following format listed below

3. Enter student’s username in the space identified. The username will consist of the students ID # with @thedps.org appended on.
   For example 12345678@thedps.org

4. Enter the student’s password. The password will consist of the following:
   First letter of first name in upper case
   First letter of last name in lower case
   2 digit of their birth month
   2 digit of their birth year
   01 (male) or 02 (female)
   For example: Jane Doe’s birthday is May 13, 2004. Her password is Jd050402

5. Click on the application you are interested in accessing