# Using School Accounts at Home

## HELP ME SET UP MY KIDS ACCOUNTS AT HOME!

Student school accounts were designed to be easily accessed and universally accessible, but when you hit a technical difficulty, it can feel quite the opposite. Hopefully, this guide will help you understand how your student's account works and how to get it set up.

## STUDENT INFORMATION CARDS

Tonight you should have received a student information card with your student's usernames and passwords to all of his or her accounts.  The truth is that for most of these, you do not even need usernames or passwords, if you are signed into the student's Google account and Clever Dashboard.  Here's how to do it.

## STEP 1:  SET UP THE STUDENT'S GOOGLE ACCOUNT

Every student at Cahaba Elementary has a student Google Account where they can access G Suite, Classroom, and Google Extensions provided by the school.  Before you can get to any school programs, you need to set up this account on your own computer.  Follow the steps below to get set up.  (IMPORTANT:  IF YOU ARE SIGNED INTO ANOTHER GOOGLE ACCOUNT ON YOUR COMPUTER, YOU MUST SIGN OUT OR YOU WILL NOT BE ABLE TO ACCESS YOUR STUDENT'S ACCOUNT)

1. **Open up your Google Chrome Web Browser.**
   *(If you do not have this web browser, you can go to Google and type in Get Google Chrome.  It is free.  Simply follow the directions to download it.)*

2. **Sign Out of Any Google Accounts that Are Open**
   *The top right hand corner of your Google Web Browser Page should say, sign in.  If it does, go on to Step 3.  If there is a circle with a letter in it in the top right hand corner of your Google Web Browser Page, then someone is signed into a Google Account on this computer.  You will need to click on the letter, then click on sign out.  Now you are ready to sign in your student.*

3. **Sign Into the Student's Google Account**
   *Click on sign in.  It will ask you for the email address.  Your student's email is their computer login username, then add @trussvillecityschools.org.  So, it would look something like this:  april1234@trussvillecityschools.org.  Now it will ask you for a password.  Your student's password is their first name initial, last name initial, and lunch number.  So, it would look something like this:  as866123.*

4. **Link Data**

*After entering your password, a box will appear. Click on Link Data. By doing this, it will import all of your student's bookmarks from school and allows for easy sign in to their student dashboard. After a few moments, another box will appear. Click on Ok. Got it.*

5. **G Suite and Classroom**
*After you are signed in, you can click on the array or grid in the upper right hand corner of the screen to access the student's Google Drive, Google Classrooms, and Google Extensions.*

## STEP 2: SET UP THE STUDENT'S CLEVER ACCOUNT

The Student Dashboard or Clever Dashboard is a password protected page that houses all of our major online programs. Every student has his or her own student dashboard. Once they are logged in, you can save this password to your computer. The Dashboard will have an icon for each program. Students click on the icon they want to use and it automatically logs them in so they do not have to remember their usernames and passwords. Follow the steps below to get set up.

1. **Open the Clever Dashboard Portal**
*Once the student is signed into Google, there will be a small blue icon with a white "C" in the upper right corner. This is the student's Clever Dashboard. If you don't see this, simply go to clever.com*

2. **Sign Into the Clever Dashboard**
*When you open the portal, click on the Sign In As Student button in the upper, right corner. Click on the School Name Box and type in Cahaba. Several schools will pop up, Choose Cahaba Elementary School, Trussville City School System. Click on the Log in with Active Directory Button. In the first box, type in the the student's computer username and then @tcs.loc. So, it would look something like this: april1234@tcs.loc Put the student's password in the second box. Your student's password is their first name initial, last name initial, and their lunch number. So, it would look something like this: as866123. Click the Sign In button.*

3. **Save the Clever Dashboard Username and Password**
*If your Google Chrome Settings are set to save passwords, you will be asked if you would like to save the username and password to your computer. Click yes. If you are not asked, you can change your settings by going to the three vertical dots at the top right corner of your screen. Click on it and scroll to the bottom of the page. Click on the arrow beside the word Advanced. Scroll down and click on Manage Passwords. Click the button to on. In the future, your computer will automatically log you into the dashboard.*

## STEP 3: ACCESSING ONLINE PROGRAMS

Once you have set up the Clever Dashboard, you won't have to remember the username or password for any school issued academic class accounts after this. Teachers may use sites that are not universally used school wide. You will have to know the username and passwords for these. They are not on the Clever Dashboard. I have included all of the ones I know teachers use on the Student Information Cards.