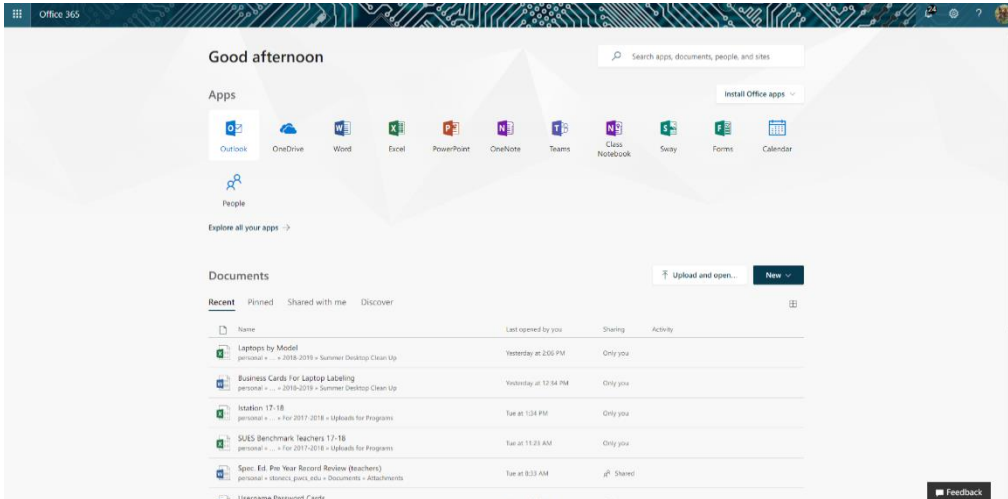
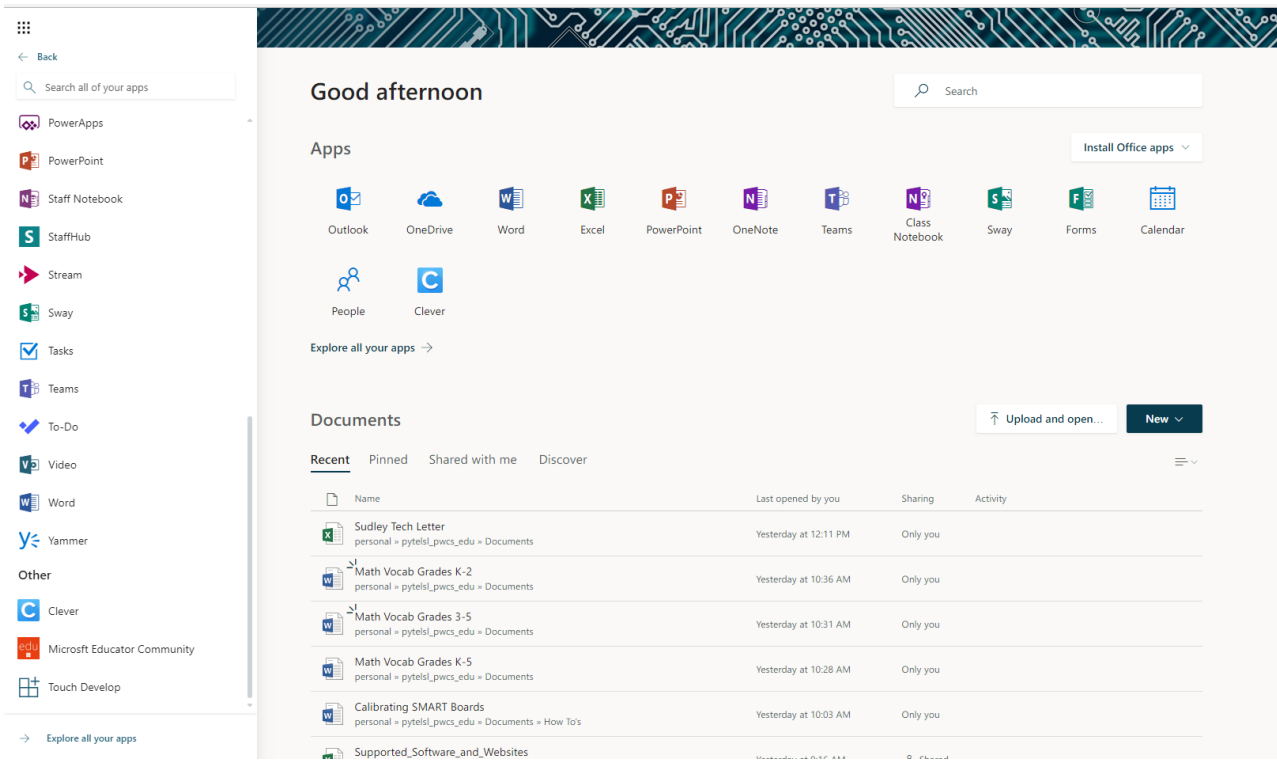


# Logging into Programs Through Clever

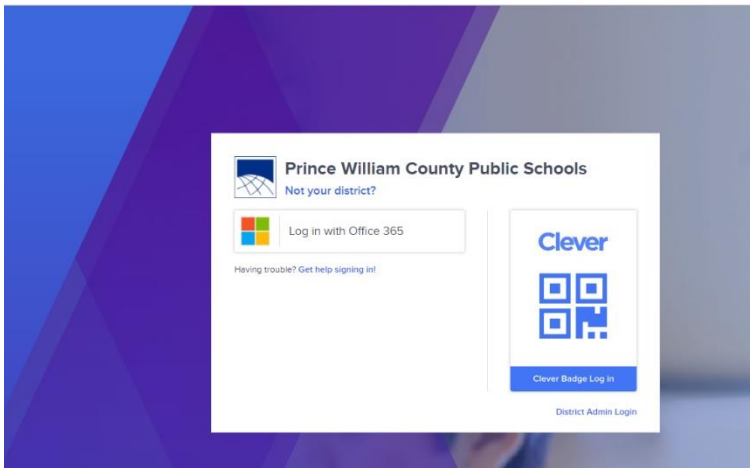
1. Open a Web browser
2. Here are 2 ways:
  - a. Log in to your Office 365 account



- i. Find the Clever icon – you may have to go in waffle to All Apps or on the above screen go to Explore all your apps – click on Clever icon



- ii. This screen will appear – click log in with Office 365 (may or may not have to sign in 1<sup>st</sup> time)



- iii. This will open the Clever Portal tab – from here you can access all the items you see

b. The second way:

- i. Go to Sudley webpage – Technology – Click on Clever icon and follow step above

