



Gathering Student Clever Logins

Below are two methods that a school secretary/administrative assistant (or someone else who has access to the full school student rosters in PowerSchool) can use for pulling student Clever logins. Use as needed!

- **Method #1 – PowerSchool**

Someone with access to the full school roster in PowerSchool (usually a school admin or secretary/admin assistant) should do the following:

1. Go to PowerSchool Start Page
2. Click on a Grade Level
3. This will bring up all students with 6-digit student ID # and DOB for that grade
4. Print this information (Note – social security # may be visible as well - we would recommend blacking out SSN first, if possible, before distributing to teachers)
5. Repeat steps 2-4 for any other grade levels
6. Share with teachers

- **Method #2 - InfoSnap**

School Admins can log into InfoSnap at: <https://secure.infosnap.com/admin/login/login.rails>

- Go to "Submission Workspace"
- Under "View" select "All Submissions"
- Type your school's name
- Select "Find Records"
- Under "Task", select "Export"
- All found
- Download data
- Open with Microsoft Excel
- Here you will see 6-digit student IDs (Clever username) and DOB (Clever password). Delete any columns you do not want.
- Share with teachers