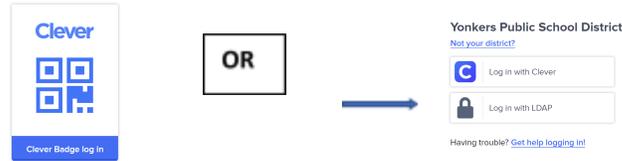


How to Access Clever

- ❖ Go to www.clever.com/in/yonkers from any internet-enabled device
- ❖ Select Login with Badge OR Click on "Log in with LDAP"



- ❖ Use the **Clever Badge** to scan in (sent in previous email) OR **Log in with LDAP** using the following information:

- To login with LDAP, you will need to enter your child's YPS email address which is their 6-digit student ID (found on Parent Portal) followed by "@yonkerspublicschools.org". For example, **123456@yonkerspublicschools.org**
- The password is your child's birthdate in a MM/DD/YYYY. For example, for a birthdate of 10/5/15, you would enter **10052015**

Use these directions to access Office 365

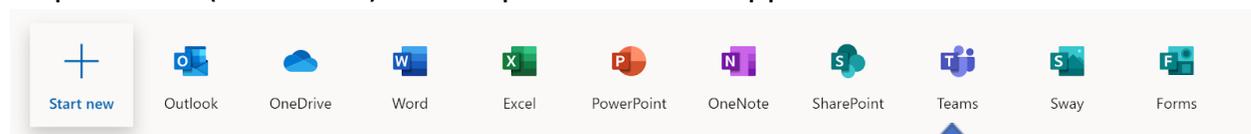
How to Access Microsoft Teams

- ❖ There are three ways to access Microsoft Teams:

- ✓ Via Clever
- ✓ Via Microsoft Office
- ✓ Via the Teams app

- ❖ In Clever, click Office 365 . You will need to enter your child's YPS email address and password (see above). Then open the Teams app.

- ❖ Go directly to office.com and log in using your child's YPS email address and password (see above). Then open the Teams app.



- ❖ When you open the Teams app, you will see our class' Team called 525- Daily Check in
- ❖ Download the Microsoft Teams app onto your device and log in using your child's YPS email address and password. You will see our class Team called 525-Daily Check in