



Expect great things.

Pittsburgh Public Schools

Accessing Learning Applications Using a Personal Tablet Device

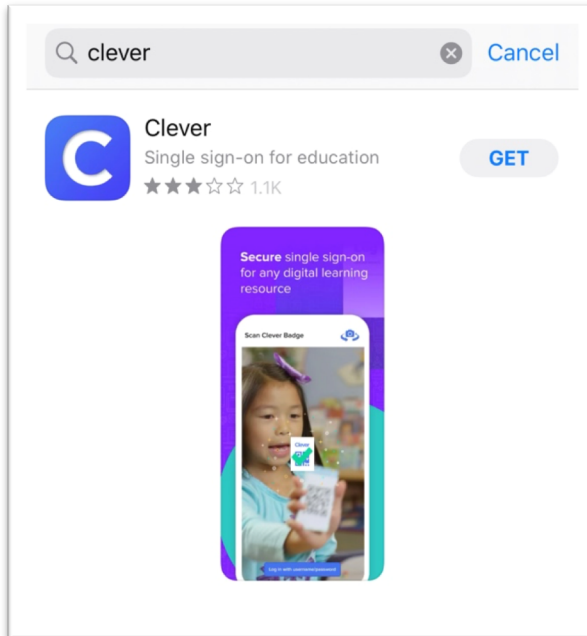
**Clever, Schoology, and Microsoft
Teams**

Logging into Clever

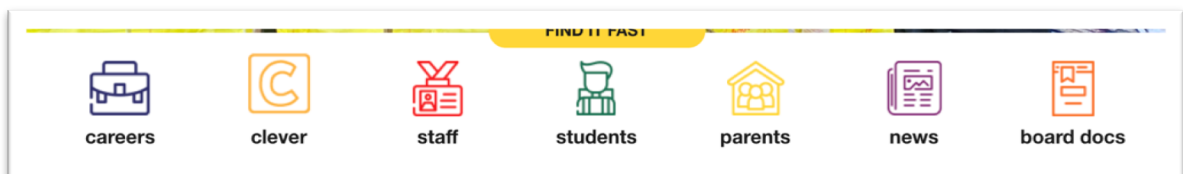
***Operating System Requirement:** iPads must be updated to at least iOS 9.5.3. Any operating system below iOS 9 will not work with Clever.

1. Download the Clever App from your tablet's app store.

Note: You will not actually log on to Clever using this App, but it is required for the saved password functionality to work properly.



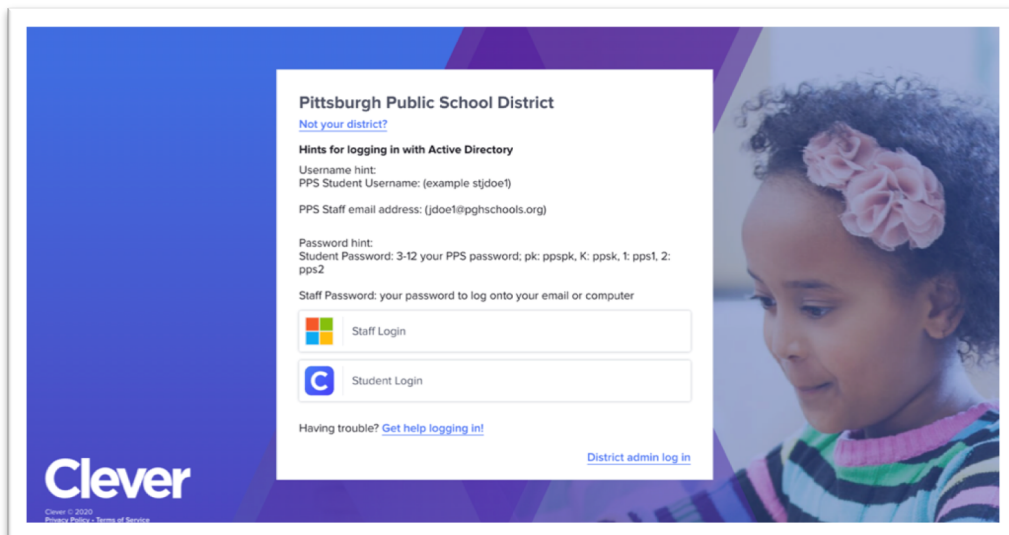
2. Navigate to www.pghschools.org and Select *Clever* in the *Find it Fast* menu



You can also navigate directly to www.pghschools.org/clever

Staff can also access Clever at mypps.sharepoint.com under the **Web Tools** menu.

3. You will be directed to the PPS Clever Login Page.



Select the correct login information:

- **Pittsburgh Schools Staff:**
 - Email: (example jdoe1@pghschools.org);
 - Password: your Active Directory email password
- **Pittsburgh Schools Student:**
 - Username: (example [stjdoe1](#))
 - Student Password
 - 3-12: your PPS password
 - 1. PK: ppspk
 - 2. K: ppsk
 - 3. 1: pps1
 - 4. 2: pps2

4. Once logged on to Clever, select the tile of the application you want to use to access the resource.

Logging into Schoology

1. Once you have logged into Clever using your **personal tablet**, select the Schoology icon at the top of the screen and you will be redirected to Schoology with no additional need to log in.



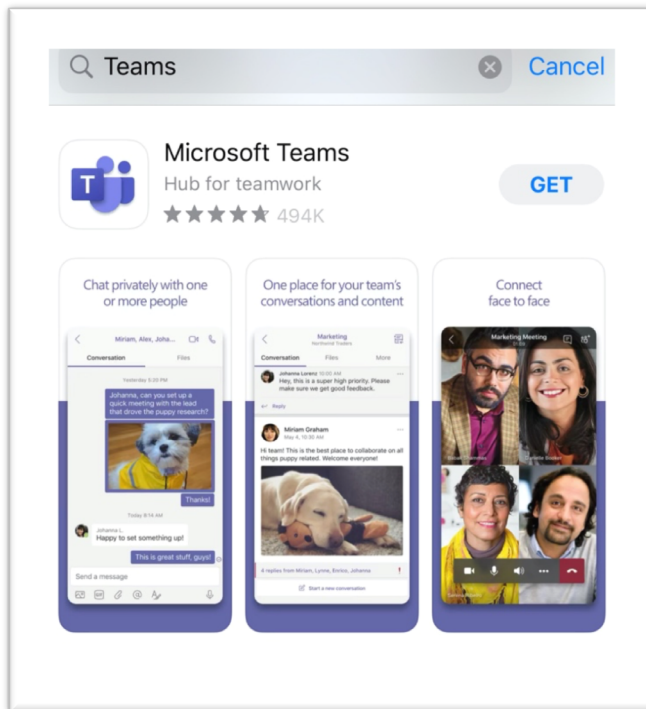
****If you are prompted for a username and password on the Schoology page, please send in a ticket to district call center to have your Schoology password reset.***

If you are logging on to Schoology as a parent using your HAC credentials, please review the parent support documentation for directions.

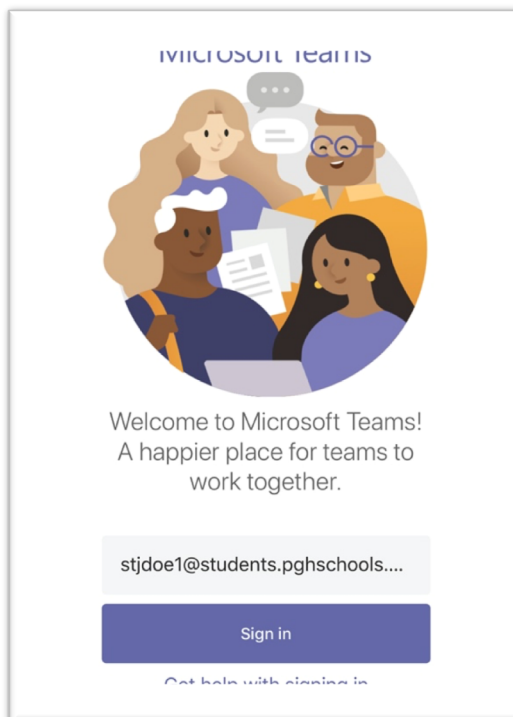
Logging into Microsoft Teams on an iPad*

*If you do not have an iPad, skip to *Logging into Microsoft Teams on a Non-iPad Tablet*

1. Download the Microsoft Teams app from the Apple App Store.

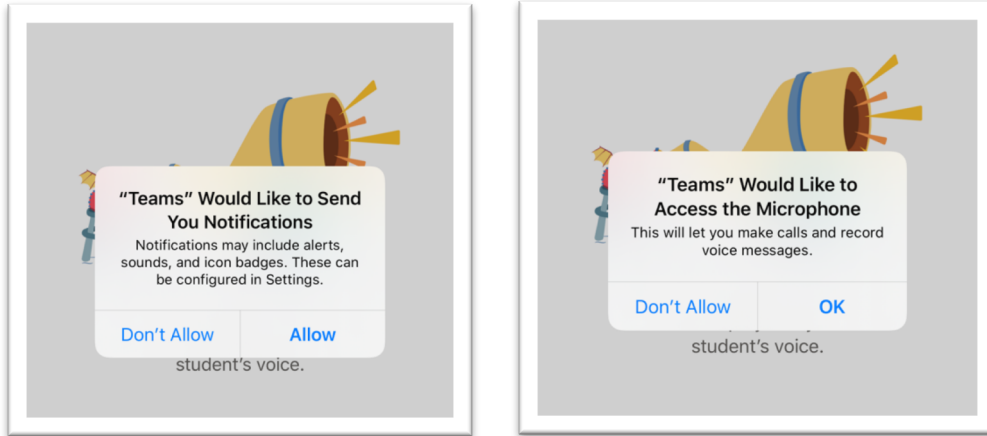


2. Open the Teams app, login using PPS email address and select 'Sign In'
Example: stjdoe1@students.pghschools.org

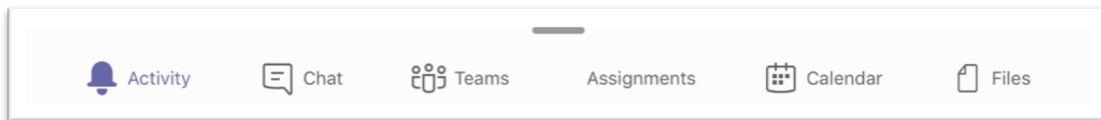


3. Once logged in, you will be prompted to choose notification and security settings.

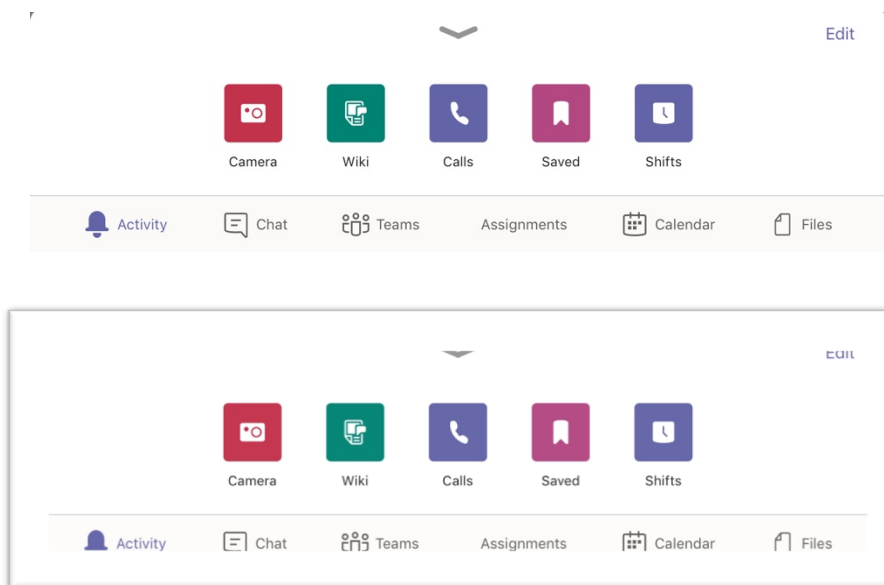
Note: Please allow Teams to access notifications, microphone, and camera for best results.



4. Navigate to each Team page using the menu at the bottom of the screen.



***Tip:** Swipe up on the menu to reveal more menu options.

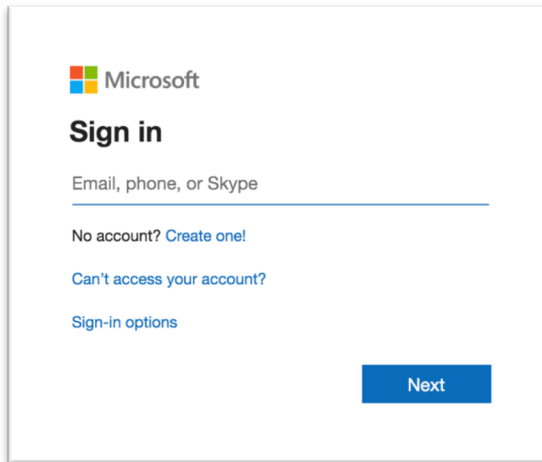


Logging into Microsoft Teams on non-iPad Tablets

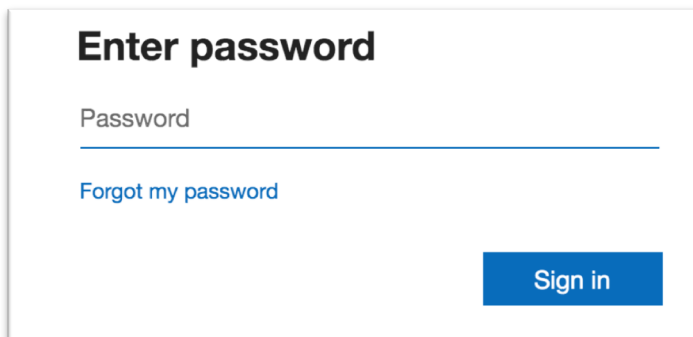
Note: We are unable to test on all non-iPad tablets given the wide range of manufacturers- individual results may vary. If you have issues accessing via browser, please determine if there is a Teams app for your tablet and follow the instructions for downloading and installing that app.

You may use any browser to navigate to portal.office.com.

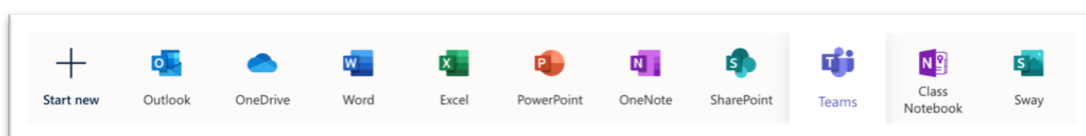
1. Enter your PPS email address and select 'Next'.

The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the heading "Sign in". Under the heading is a text input field labeled "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

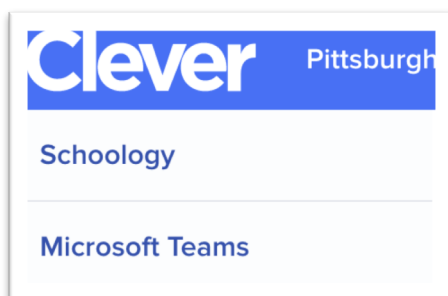
2. You will then be prompted to enter in your PPS password.

The image shows the "Enter password" page. At the top is the heading "Enter password". Below the heading is a text input field labeled "Password". Below the input field is a link labeled "Forgot my password". At the bottom right is a blue button labeled "Sign in".

3. Select the 'Teams' icon.



***Note:** There is also a link to Microsoft Teams inside of your Clever portal. View the next page to learn how to log into Clever.



Support

Please reach out to the Call Center at support@pghschools.org if you have any issues logging into Microsoft Teams, Clever, Schoology or any applications within Clever.