ROCKY MOUNTAIN
School District #6

Clevr Guide for Parents/Guardians

Online Student Registration

Content

Technical Support

Clevr Support
support@weareclevr.com

1 844 972 5837

If you require additional support, please contact your neighborhood school.
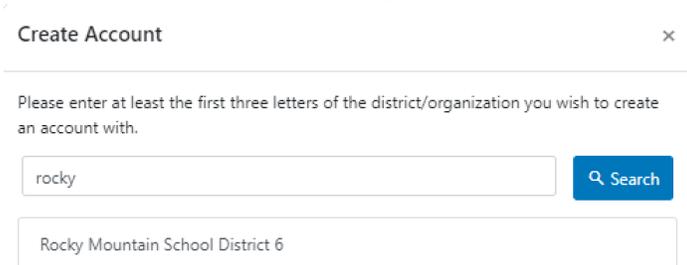
First Time Parent with SD6

First Time Parents with SD6 are those who do not already have a child or student enrolled at a school within School District No. 6 Rocky Mountain.

1 Go to https://www.clevrcloud.ca/clevr/ and click on "Request access here".

2 Type "rocky" in the search field and click [🔍 Search].
Once prompted, click **Rocky Mountain School District 6.**

Create Account ✕

Please enter at least the first three letters of the district/organization you wish to create an account with.

rocky [🔍 Search]

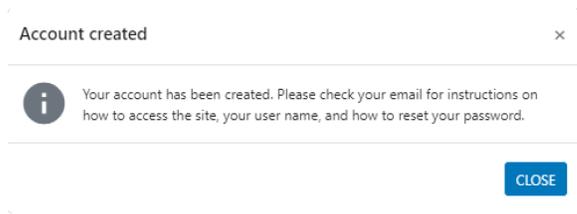Rocky Mountain School District 6

3 Fill in your information on the **Create Account** page.

ⓘ *Under the **School** dropdown, select the catchment school for your youngest child (student).*

ⓘ *Under the **Account Type** dropdown, select "Parent".*

ⓘ *Under the **Email** field, if you are an SD6 employee, please input a personal email address, NOT your SD6 email. SD6 Email addresses are already associated with staff accounts.*

4 Once completed, click [👤 CREATE ACCOUNT] .

5 Once you have created an account, you will receive an email to the email address you provided.

Account created ✕

ⓘ Your account has been created. Please check your email for instructions on how to access the site, your user name, and how to reset your password.

CLOSE

6 The email received will look as follows:

notifications@weareclevr.com
to me ▾

Please click on the following link to log into clevr and update your password!
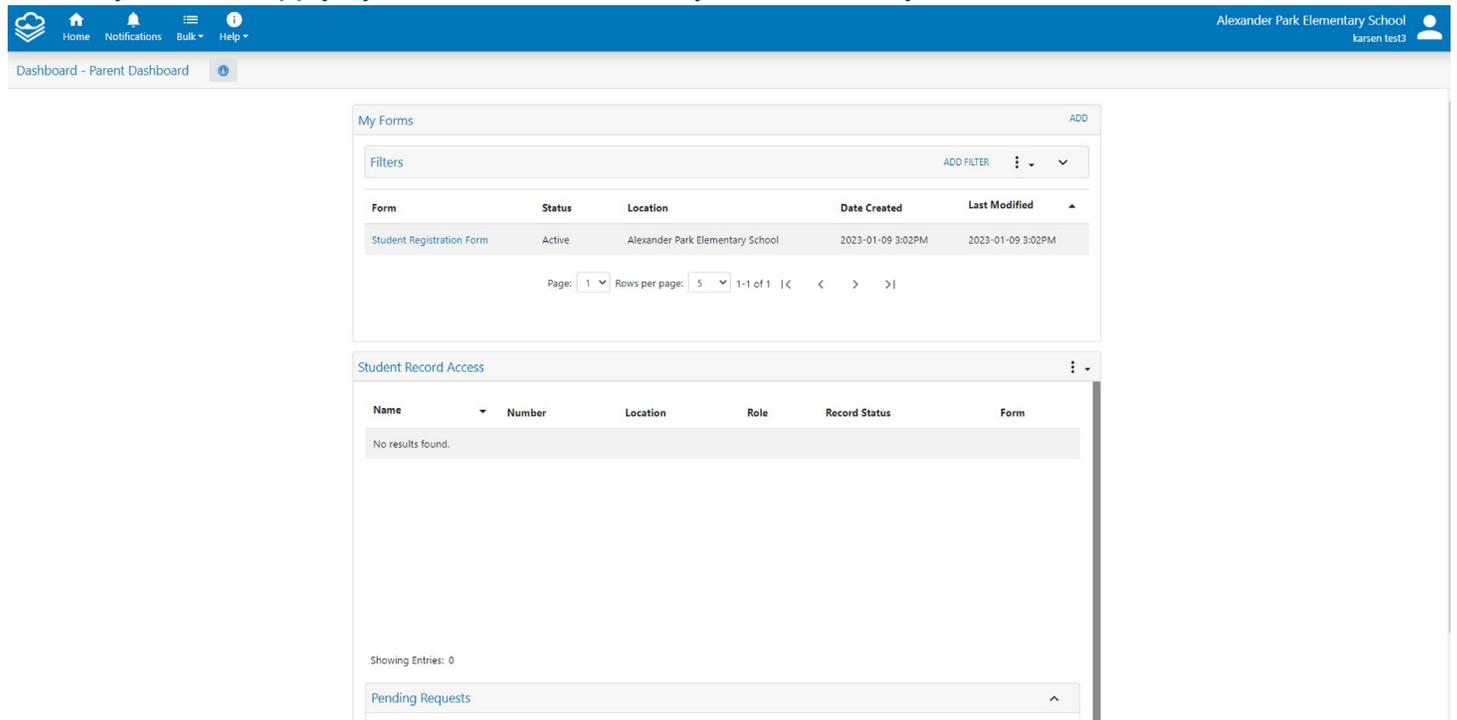
clevr Login

If you did not request a password change, ignore this message. Please contact us at support@weareclevr.com if you have any concerns.

Click on "clevr Login".

7 You will then be redirected to a webpage where you will set a password for your account.
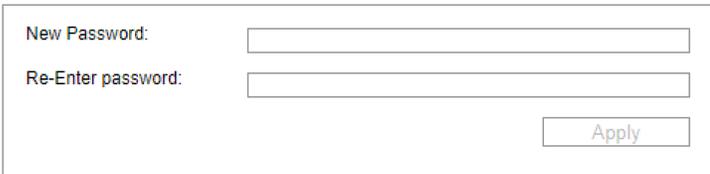
New Password: _____

Re-Enter password: _____

Apply

8 Once you click "Apply", you will be automatically redirected to your Clevr dashboard.
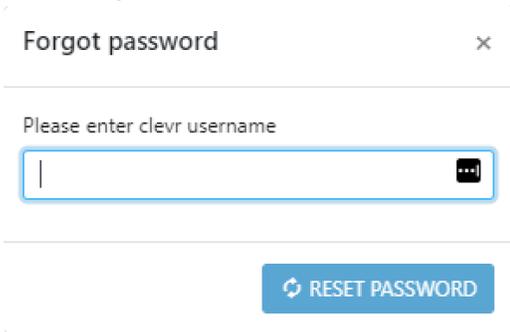
Existing Parent with SD6

Existing Parents with SD6 are those who already have a child or student enrolled at a school within School District No.6 Rocky Mountain.

1 Go to https://www.clevrcloud.ca/clevr/ and click on "forget password".

2 Enter your email address which is on file with the school your student(s) attend.

3 Click **Reset Password.** An email to reset your password will be sent to the provided email address.

4 Open the email and click "clevr Login".

Please click on the following link to log into clevr and update your password!

clevr Login

If you did not request a password change, ignore this message. Please contact us at support@weareclevr.com if you have any concerns.

5 You will then be redirected to a webpage where you will set a new password for your account.

New Password:

Re-Enter password:

Apply

6 Once you click "Apply", you will be automatically redirected to your Clevr dashboard.

Student Registration Form

1 Once signed into your Clevr dashboard, you will see **Student Registration Form** under the "My Forms" section.

*The school's name under the **Location** column is reflective of the location chosen during Parent account creation, and NOT reflective of the location the Student Registration Form will be submitted for.*

*If you already have a child (student) enrolled at a school with SD6, the **Location** column is reflective of the school your child is enrolled at.*

ⓘ *If you do not see a Student Registration Form under the My Forms Card, you may add one manually by clicking "Add" at the top right corner of the Card.*

*Select the appropriate location from the Location dropdown and select "Student Registration Form" from the Form dropdown. Click **Add Form**.*
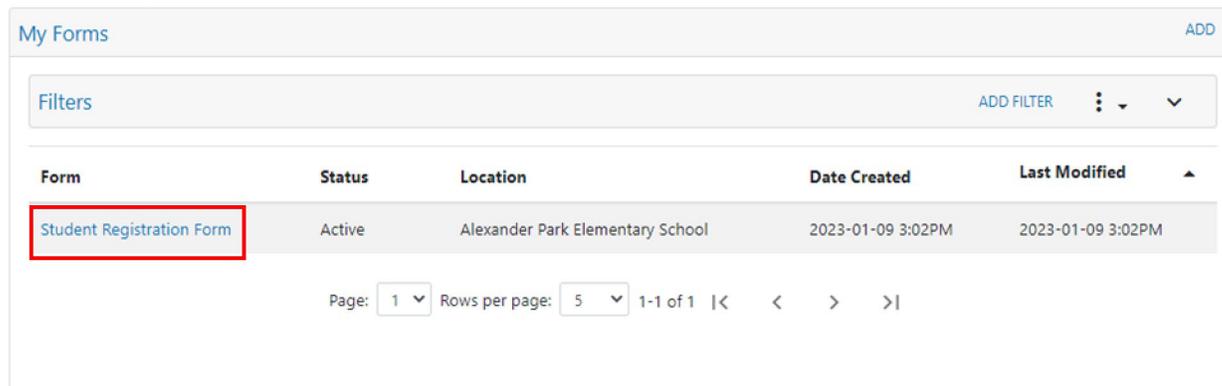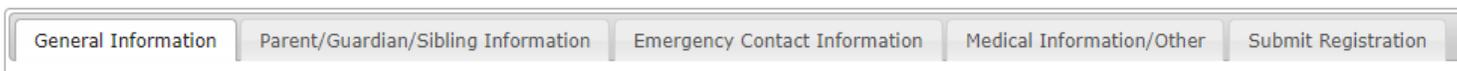
2 To complete the Student Registration Form, click on the blue hyperlink under the **Form** column, as seen in the image below:

3 The Student Registration Form is broken down into 4 pages. Complete each page one at a time. Once one page is complete, click on the corresponding header to navigate to the next page to be competed.

4 For the **Neighborhood School** dropdown, select catchment area school for your child. This is the school you are registering your child for.

If you wish to apply for a cross boundary transfer, please contact your neighborhood school's Principal.

5 If you select **Yes** for the **Indigenous Ancestry** dropdown, you will be prompted to input further information, as seen below.

6 Once all information is input for each page, navigate to the **Submit Registration** page.
  Click the **Parent/Guardian signature** checkbox to provide a signature for the registration form.
  Click the **Ready to submit student registration** checkbox.

7 Once you are ready to submit the registration form, click **Send Notification**.

Submit Registration

☑ Parent/Guardian Signature   **Name** Test Parent   **Date** 2023-01-09 ⓘ

The information on this form is collected under the authority of the *School Act*. Information is used by the District for Ministry of Education and Child Care reporting. It will be kept secure and confidential in accordance with the *Freedom of Information and Protection of Privacy Act*.

☑ **Ready to submit student registration**

🔔 **Send Notification**   **Date** [   ]

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8 Once submitted, you will receive a confirmation email to your provided email address.

notifications@weareclevr.com   1:08 PM (0 minutes ago) ☆ ↩
to me ▾

Alexander Park Elementary School has received your registration application and it is now being reviewed. If there is information that is still required by the school, you will receive an email [or phone call] requesting that information. Once the application is complete and processed, you will be notified regarding acceptance. The school will also contact you about a start date. If you need additional help, please contact the school for assistance.

This email has been sent from an unmonitored email account. Do not respond to this message. If you have any questions or need assistance, please contact support@weareclevr.com.

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9 Once your registration has been reviewed and approved, you will receive an additional email.

notifications@weareclevr.com   1:15 PM (2 minutes ago) ☆ ↩ ⋮
to me ▾

Your registration application has been reviewed and is now approved. The school will contact you to establish a start date. In the meantime, visit your school website to learn more about the school and to view upcoming events. We look forward to welcoming you!

This email has been sent from an unmonitored email account. Do not respond to this message. If you have any questions or need assistance, please contact support@weareclevr.com.

ⓘ   To submit a Registration Form for an additional student, either click the "Register another child" button to the top of the Student Registration Form or follow the steps on Page 6 to add another form from your dashboard.

⊕ **Register another child**
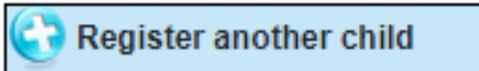
Creating an Email Address

The Clevr system requires the use of an Email Address.

If you do not have an email address, you can create a free Outlook one here:
https://outlook.live.com/owa/

For additional support with how to setup an Outlook email address, you may refer to Microsoft support:
https://support.microsoft.com/en-us/account-billing/how-to-create-a-new-microsoft-account-a84675c3-3e9e-17cf-2911-3d56b15c0aaf

If you would prefer to create an email address other than with Microsoft Outlook, there are many other services which provide free emailing.