



Clevr Guide for Parents/Guardians

School Start-up Form

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Technical Support

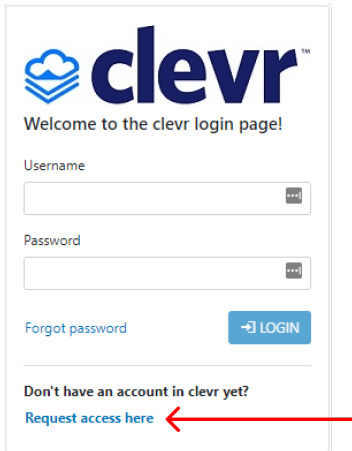
If you require support, please contact your neighborhood school.

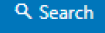
[Find Schools here](#)

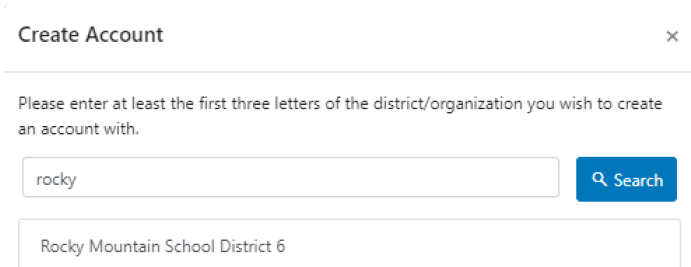
First Time Parent with SD6

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 . Once prompted, click **Rocky Mountain School District 6**.

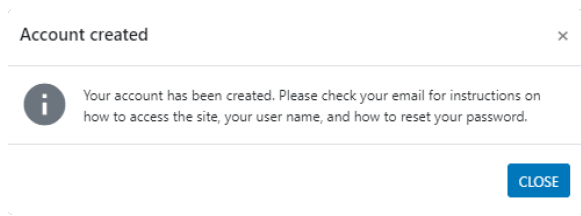


3 Fill in your information on the **Create Account** page.

-  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 .

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



6 The email received will look as follows:

notifications@weareclevr.com

to me ▾

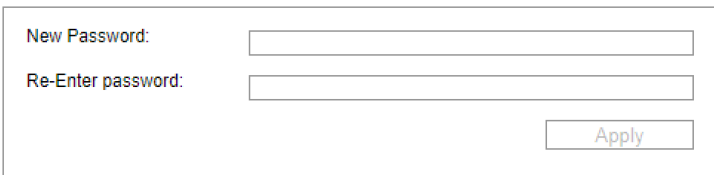
Please click on the following link to log into clevr and update your password!

[clevr Login](#)

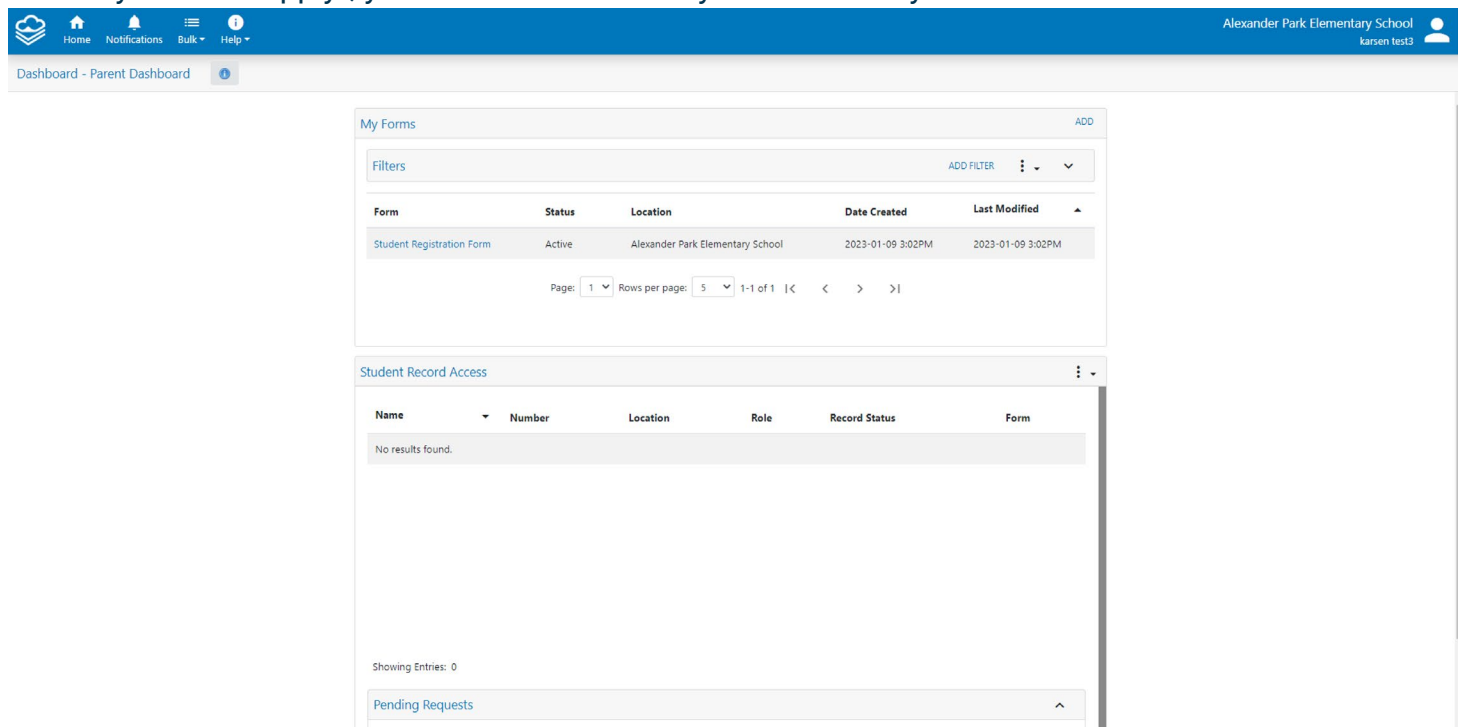
If you did not request a password change, ignore this message. Please contact us at support@weareclevr.com if you have any concerns.

Click on “clevr Login”.

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



8 Once you click “Apply”, you will be automatically redirected to your Clevr dashboard.



Existing Parent with SD6

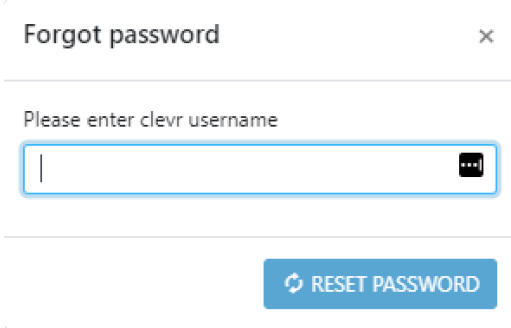
Existing Parents with SD6 are those who already have a child or student enrolled at a school within School District No.6 Rocky Mountain.

1 Go to <https://www.clevrcloud.ca/clevr/> and click on “forget password”.

i *If you previously used the Student Registration Form, please input the same username and password. If you forget your password, please continue to step 2.*



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:

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

The screenshot shows the Clevr Parent Dashboard for Alexander Park Elementary School. The top navigation bar includes Home, Notifications, Bulk, and Help. The main content area is divided into two sections: 'My Forms' and 'Student Record Access'.

My Forms

Form	Status	Location	Date Created	Last Modified
Student Registration Form	Active	Alexander Park Elementary School	2023-01-09 3:02PM	2023-01-09 3:02PM

Page: 1 Rows per page: 5 1-1 of 1 |< < > >|

Student Record Access

Name	Number	Location	Role	Record Status	Form
No results found.					

Showing Entries: 0

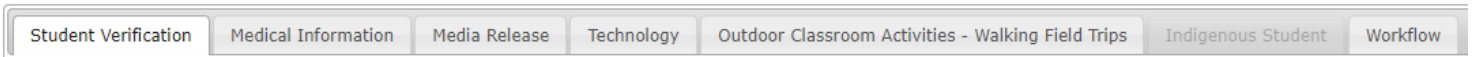
Pending Requests

School Startup Form

1 Once signed into your Clevr dashboard, head down to the “Student Record Access” section and click on the blue hyperlink for your student’s School Start-Up form 2023-2024.

Name	Number	Location	Role	Record Status	Form
John Johnson	2663653	Golden Secondary School	Student	Active	School Start-Up Form 2023-2024

2 The School Start-Up Form is broken down into 6 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 completed.



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

Indigenous Ancestry Yes ▾

Inuit Métis Non-Status Status Off-Reserve Status On-Reserve

Band of origin

Band of residence

Indigenous Ed supports and services requested ▾

4 Once all information is input for each page, navigate to the **Workflow** page.

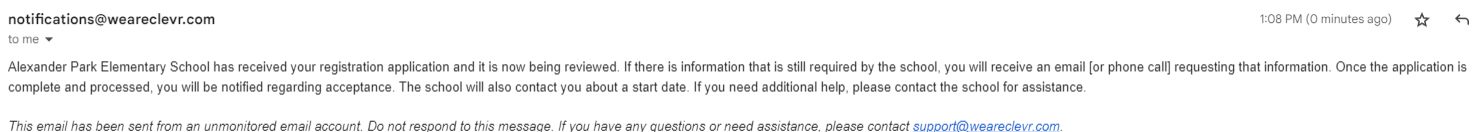
- Click the **Parent/Guardian signature** checkbox to provide a signature for the registration form.
- Click the “...read and completed the form...” checkbox.

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

I have read and completed the form, signed above and am ready to submit to my child's school.

Send Notification **Date**

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



7 Once your form has been reviewed and marked as complete, you will receive an additional email.

notifications@weareclevr.com
to me ▾

1:15 PM (2 minutes ago) ☆ ↶ ⋮

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.

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.