



Clevr Guide for Parents/Guardians

## **School Start-up Form**

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### **Technical Support**

**Clevr Support**

[support@weareclevr.com](mailto:support@weareclevr.com)

1 844 972 5837

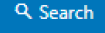
If you require additional support, please contact your neighborhood school.

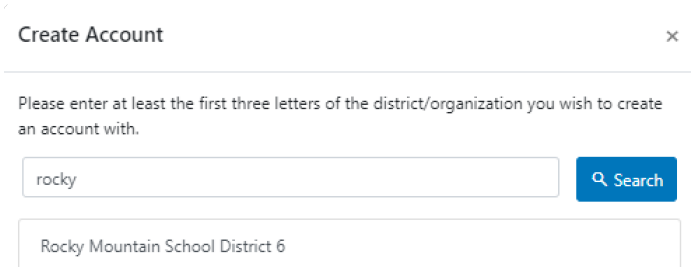
## First Time Parent with SD6

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

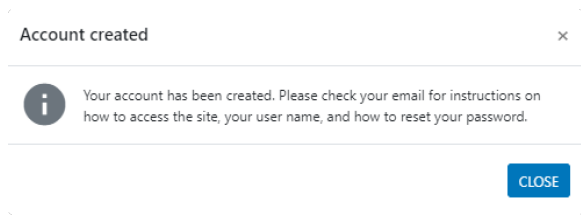


3 Fill in your information on the **Create Account** page.

-  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](#)

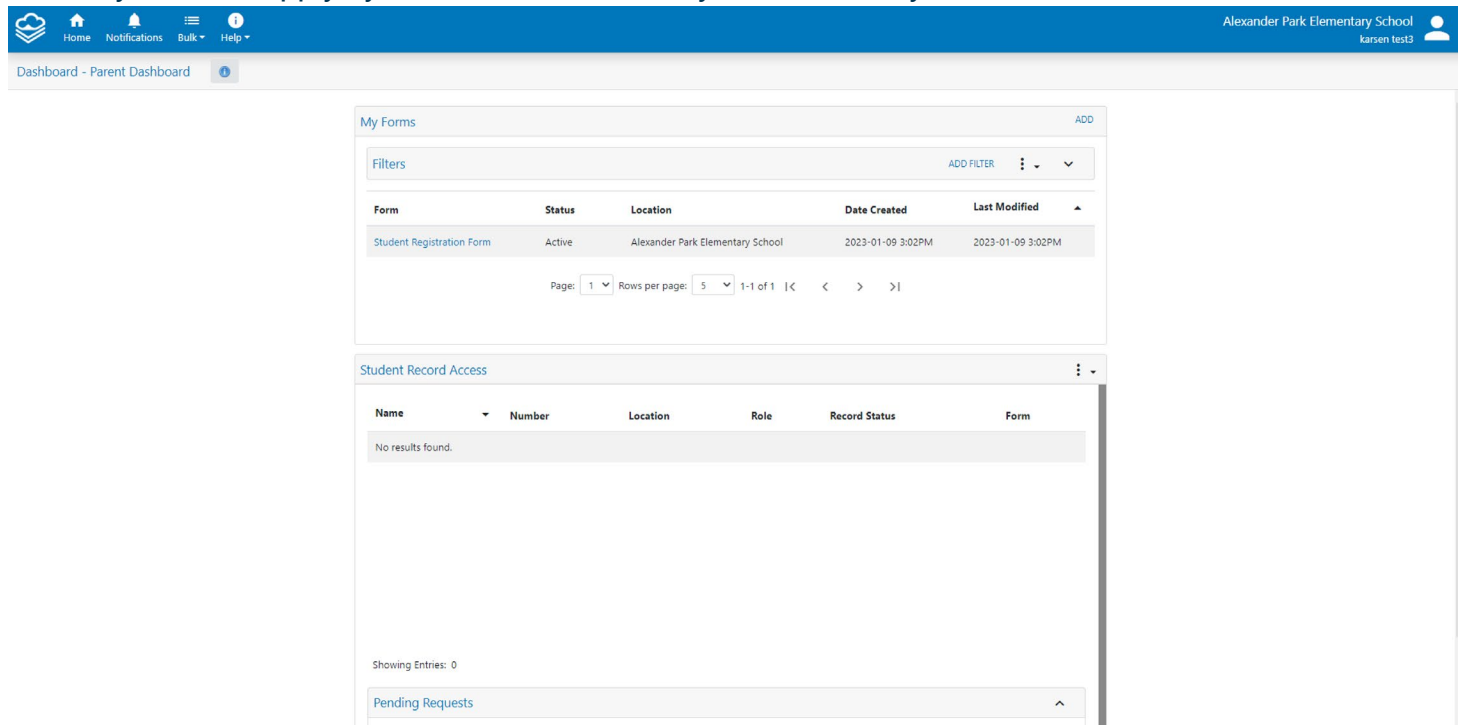
If you did not request a password change, ignore this message. Please contact us at [support@weareclevr.com](mailto:support@weareclevr.com) if you have any concerns.

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.



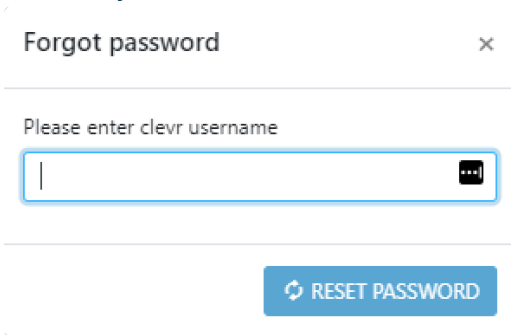
## Existing Parent with SD6

*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”.



**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](mailto: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:	<input type="text"/>
Re-Enter password:	<input type="text"/>
	<input type="button" value="Apply"/>

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

The screenshot shows the Clevr dashboard interface. At the top, there is a navigation bar with icons for Home, Notifications, Bulk, and Help. The user is identified as 'Alexander Park Elementary School' with the name 'karsen test3'. The main content area is titled 'Dashboard - Parent Dashboard' and contains two primary sections:

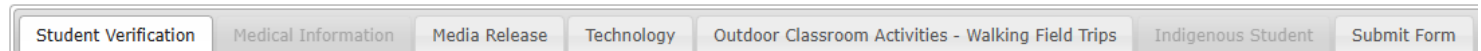
- My Forms:** A table with columns for Form, Status, Location, Date Created, and Last Modified. It contains one entry: 'Student Registration Form' with status 'Active' at 'Alexander Park Elementary School', created on '2023-01-09 3:02PM' and last modified on '2023-01-09 3:02PM'. Below the table is a pagination control showing 'Page: 1', 'Rows per page: 5', and '1-1 of 1'.
- Student Record Access:** A table with columns for Name, Number, Location, Role, Record Status, and Form. It displays 'No results found.' and 'Showing Entries: 0'. Below this table is a 'Pending Requests' section with an upward arrow.

## 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 Stat-up form 2024-2025

Name	Number	Location	Role	Record Status	Form
John Johnson	2663653	Golden Secondary School	Student	Active	School Start-Up Form 2024-2025

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 Your student’s demographic information on file will be auto populated into the startup form. To update the auto populated information, click the check box to the right of the field. This will display an empty field for you to input the updated information.

### Student

If Legal first, last or middle name has changed contact school. Update Information

Usual Last Name	<input type="text" value="John"/>	<input checked="" type="checkbox"/>	<input type="text" value="Johnathon"/>
Legal Last Name	<input type="text" value="Johnson"/>	<input type="checkbox"/>	
Usual First Name	<input type="text" value="John"/>	<input type="checkbox"/>	
Legal First Name	<input type="text" value="Johnson"/>	<input type="checkbox"/>	
Usual Middle Name(s)	<input type="text"/>		
Gender	<input type="text" value="M"/>	<input type="checkbox"/>	
Citizenship (Country)	<input type="text" value="Canada"/>	<input type="checkbox"/>	
Home Phone	<input type="text"/>	<input type="checkbox"/>	Unlisted

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

Indigenous Ancestry

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

Band of origin

Band of residence

Indigenous Ed supports and services requested

**5** Once all information is input for each page, navigate to the **Submit Form** page.

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

**Please note that the form must be completed to 100% before being submitted.**

**6** 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.**

  **Date**

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

notifications@weareclevr.com  
to me ▾

1:08 PM (0 minutes ago) ☆ ↶

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](mailto:support@weareclevr.com).*

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

## **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.