
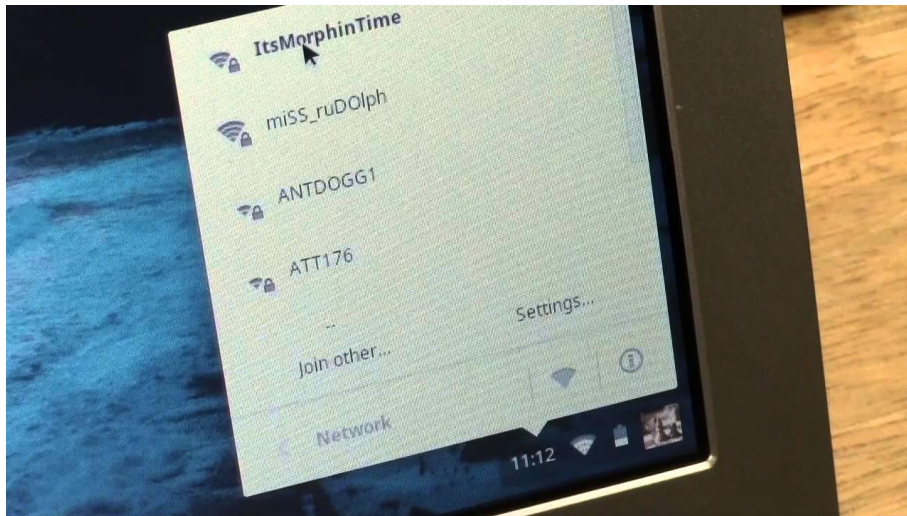


Instructions for LPS Staff logging into student Chromebooks

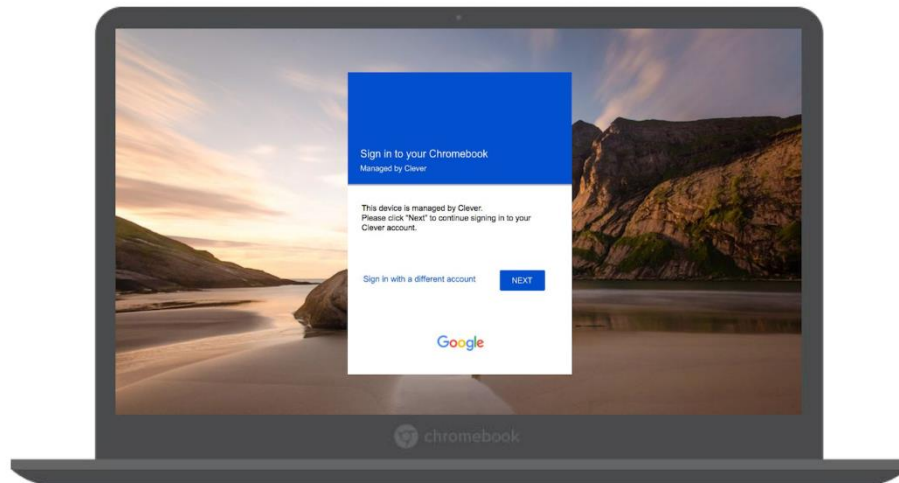
If doing this from home, please make sure you connect to your home wifi first.

In the bottom right hand corner of the screen click the wifi icon . All the wireless networks will pop up.

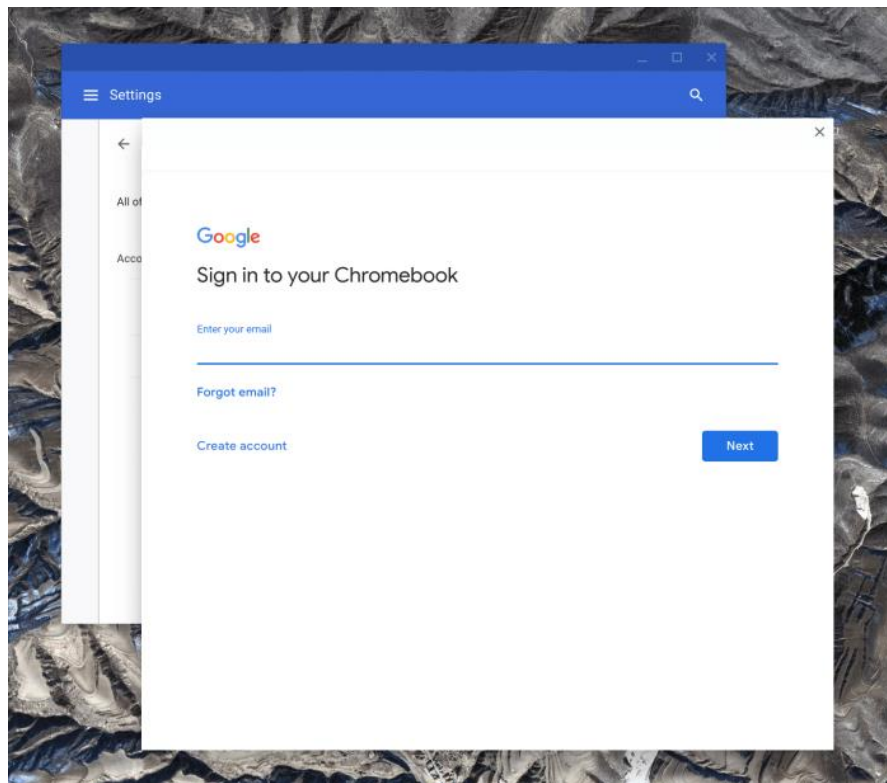


Select your Wifi network. Then enter the password for your Wifi network.

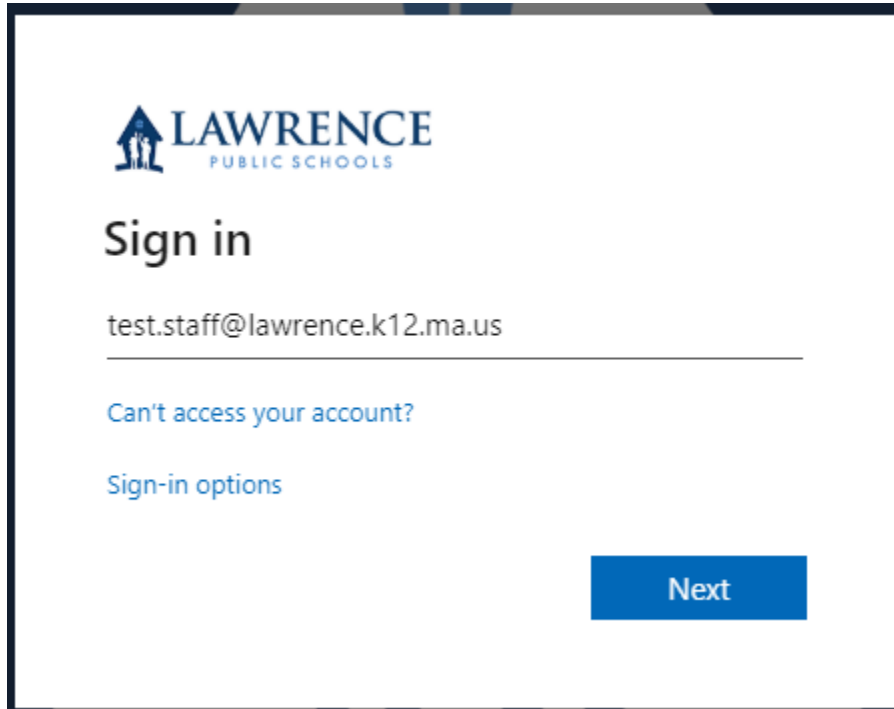
Once connected, click on "Sign in with a different account". DO NOT CLICK NEXT OR CLEVER.



Type in your LPS email address

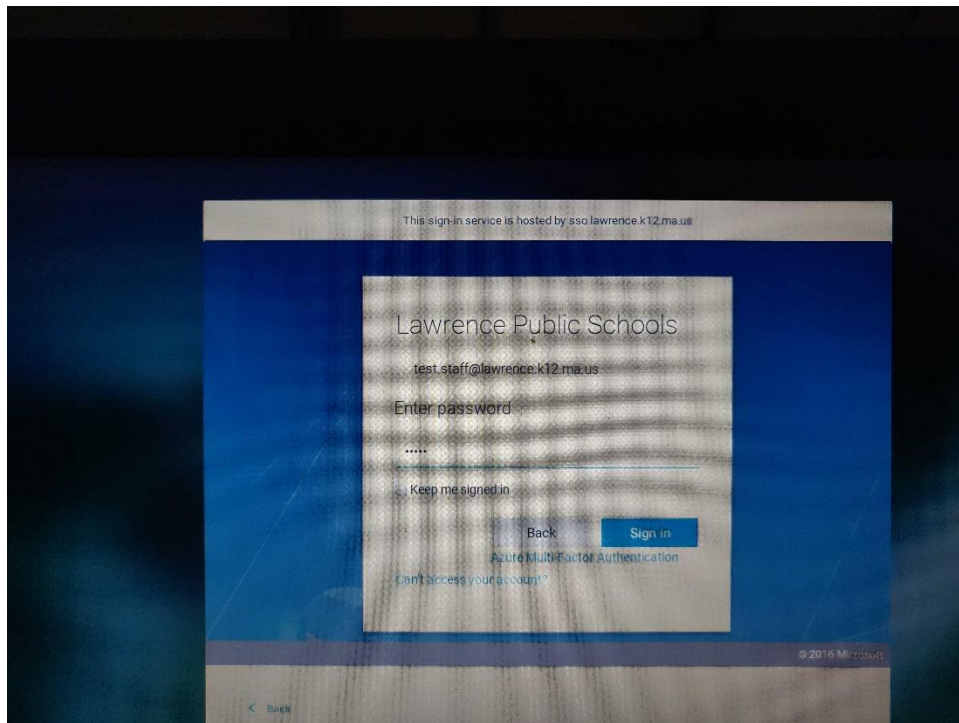


A different window will open that looks like the one below, type in your LPS email address again



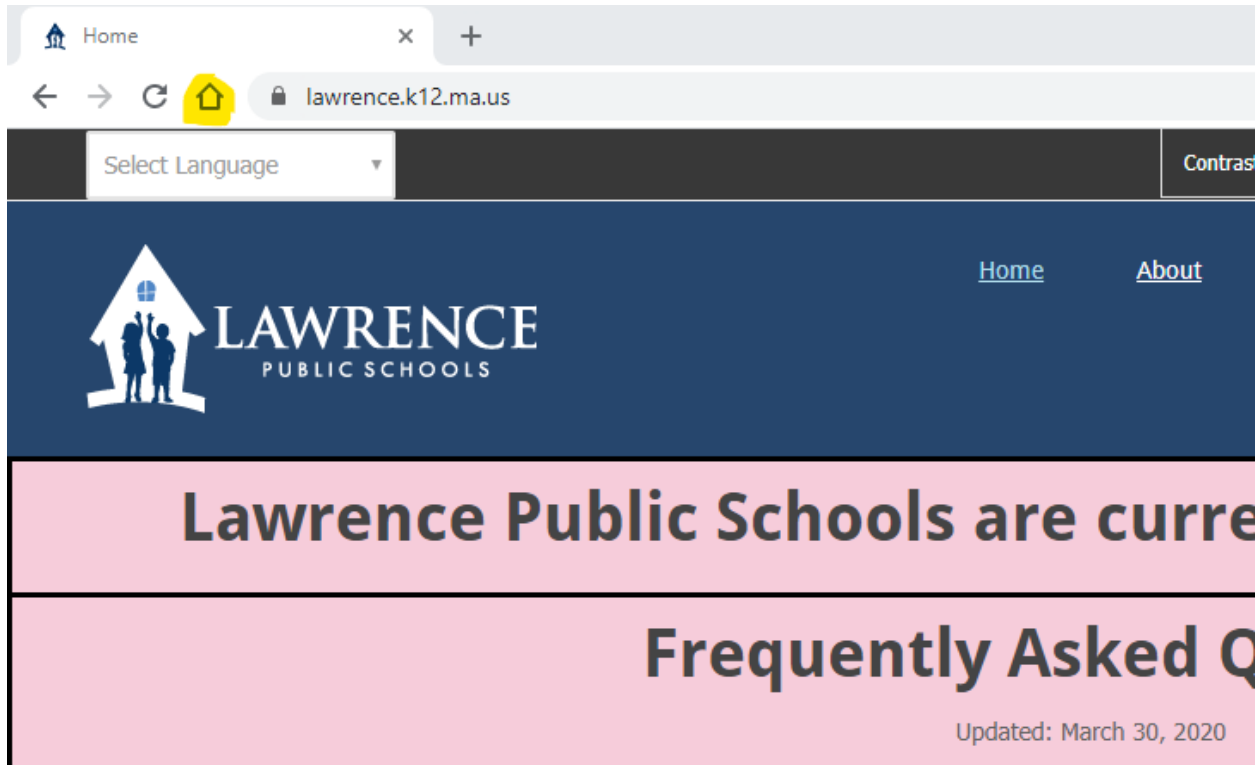
The image shows a web browser window displaying the Lawrence Public Schools sign-in page. At the top left is the Lawrence Public Schools logo, which consists of a stylized blue house icon with three vertical lines inside, followed by the text "LAWRENCE PUBLIC SCHOOLS" in blue. Below the logo, the heading "Sign in" is displayed in a large, bold, black font. Underneath the heading, the email address "test.staff@lawrence.k12.ma.us" is entered into a text input field. Below the input field, there are two links: "Can't access your account?" and "Sign-in options", both in blue text. At the bottom right of the page, there is a blue rectangular button with the word "Next" written in white text.

Enter your password

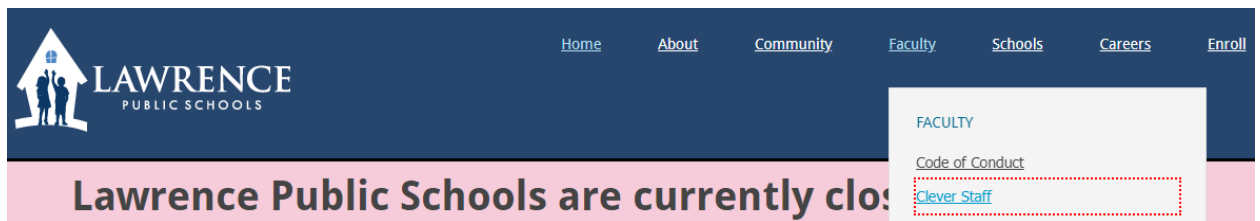


The image shows a mobile device screen displaying the Lawrence Public Schools password entry page. At the top, a small grey bar contains the text "This sign-in service is hosted by sso.lawrence.k12.ma.us". Below this, the Lawrence Public Schools logo is centered. Underneath the logo, the email address "test.staff@lawrence.k12.ma.us" is displayed. Below the email address, the text "Enter password" is followed by a password input field containing several dots. Below the password field, there is a checkbox labeled "Keep me signed in". At the bottom of the form, there are two buttons: a "Back" button and a blue "Sign in" button. Below the buttons, the text "Azure Multi-Factor Authentication" and "Can't access your account?" are visible. In the bottom right corner of the screen, there is a small copyright notice: "© 2016 Microsoft".

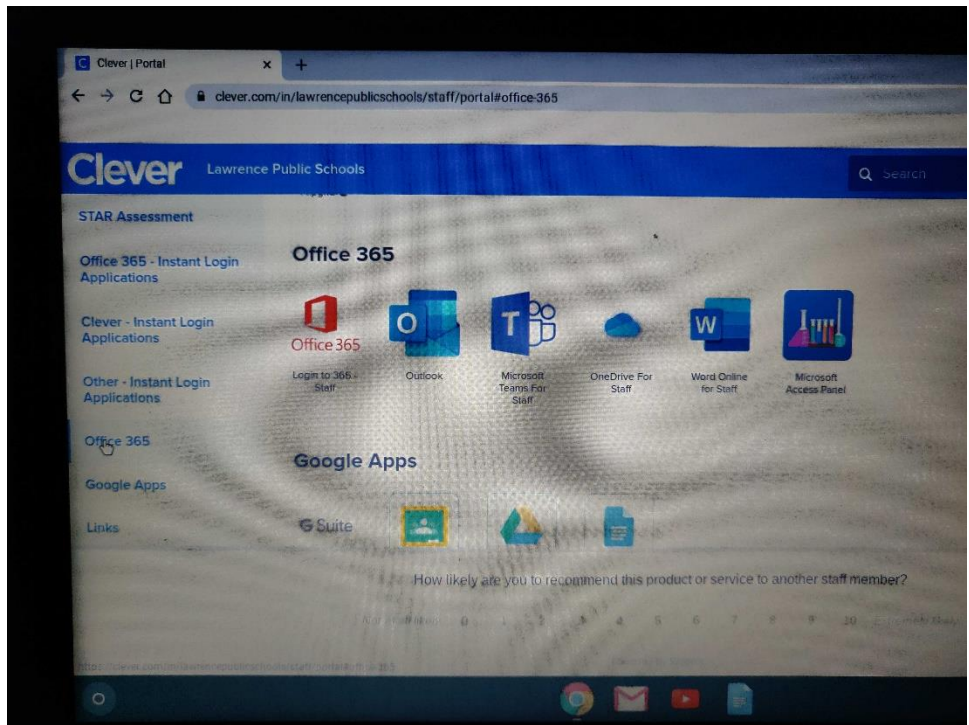
Click on the home button to go to the LPS home page



Click on Clever Staff



That will log you into Clever, you'll have access to some of the links below. Click on Outlook if you want to go to webmail. Powerschool For Admins for PS, etc.



Outlook



Microsoft Teams For Staff



Word Online for Staff



PowerSchool For Teachers



Google Drive ⓘ



Zoom

If you need support help desk can be reached at the information below.

Help Desk information

Email: help@lawrence.k12.ma.us

External: 978-975-5952

Internal: 25368

Address: Lawrence High School Campus RM A217
70-71 N. Parish Rd, Lawrence, MA 01843