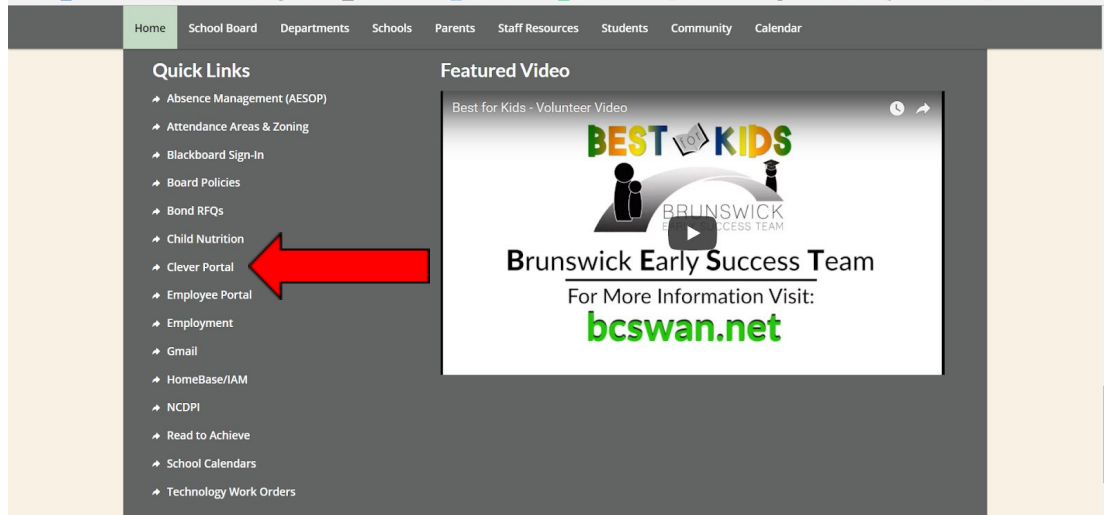


# How to Access the Clever Portal on a laptop or Desktop

1. To log into the Clever Portal.
  - a. Go to the BCS website: [www.bcswan.net](http://www.bcswan.net), scroll to the bottom of the page, and click on “Clever Portal” under Quick Links.



- b. Once you click on the Clever Portal link and SIGN IN with your Google Account. Then to login you use to access your **Gmail Account Info**:  
Username = [username@netmail.bcswan.net](mailto:username@netmail.bcswan.net)  
Password = student password

## **STUDENT USERNAME:**

- o 1<sup>st</sup> 2 of First Name + 1<sup>st</sup> 3 of Last Name + Last 3 of Student Number
- o Example: John Smith #123456 = josmi456

## **STUDENT PASSWORD:**

- o Original Bcswan + 1<sup>st</sup> 2 Student Number
- o Most students reset passwords in January. They were self-selected.
- o Example: John Smith #123456 = Bcswan12.
- o **Does not apply to K-2**

