

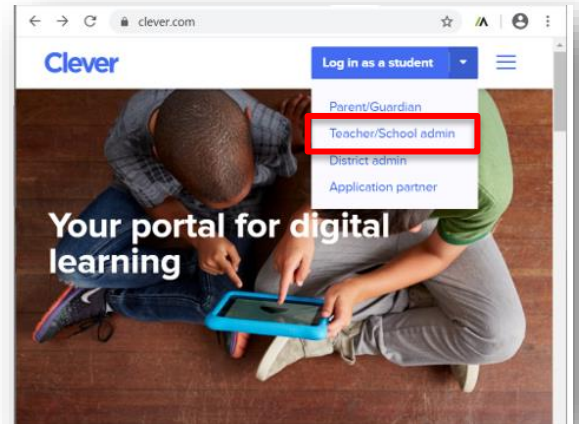


EVERFI STAFF Registration Guide

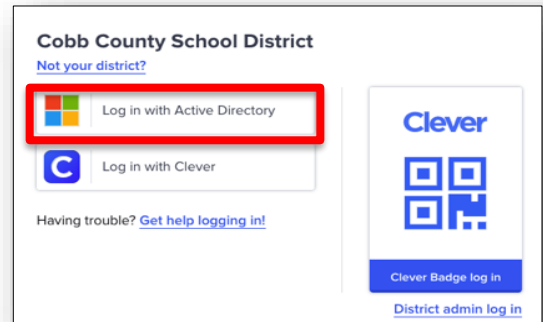
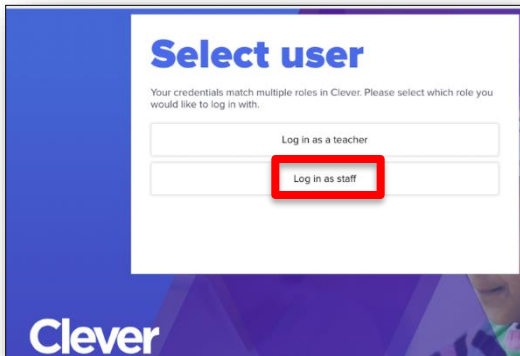
Go to www.clever.com or use the shortcut on your desktop.



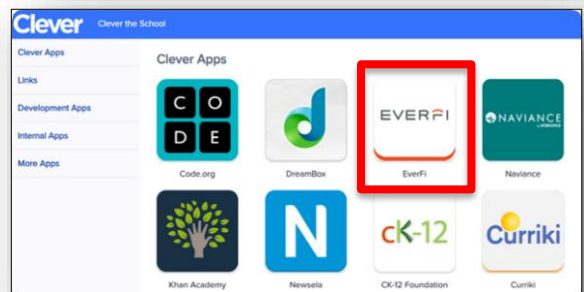
- If using the **website**, choose **Teacher/School admin**.



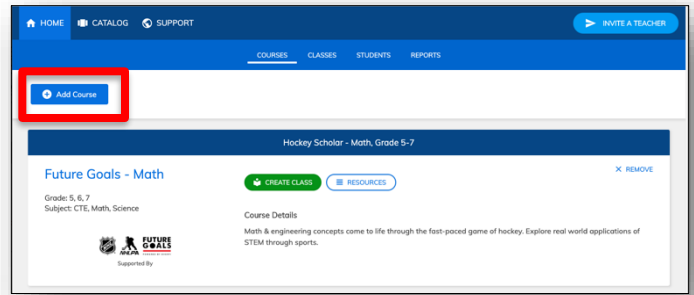
- If using the Clever shortcut on your desktop, click **Login as staff**. Then **select Login with Active Directory**. Use your Office 365 username and school computer password to login.



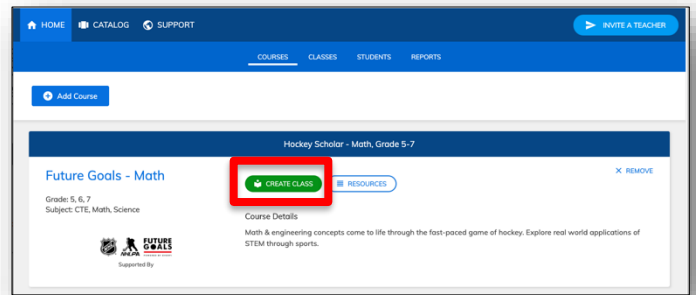
- Search for the **EVERFI tile** in apps.



- **Add courses** from the Catalog.



- Create a class code from the Home screen by clicking the green **create a class** button.



- **Students will login via Clever** and **add the Course code** to the top right corner of their dashboard.

