Beginning the 2019-2020 school year, EdPlan will require the use of Clever SSO for logins.

LOGIN TO CLEVER SSO:

Users will go to https://clever.com/in/broward-county-charter-schools where they will then be prompted to select their school.
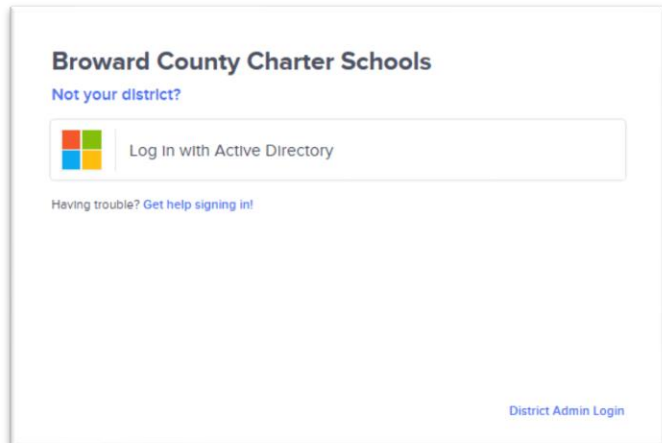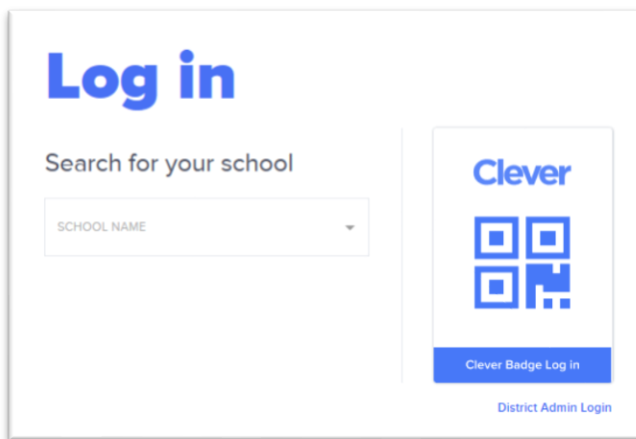
Once they select their school, users will click the **"Log in with Active Directory"** button where they will be directed to the Active Directory Login Page if they have not already logged in. This is the same page they see when logging into Pinnacle or FLDOE.
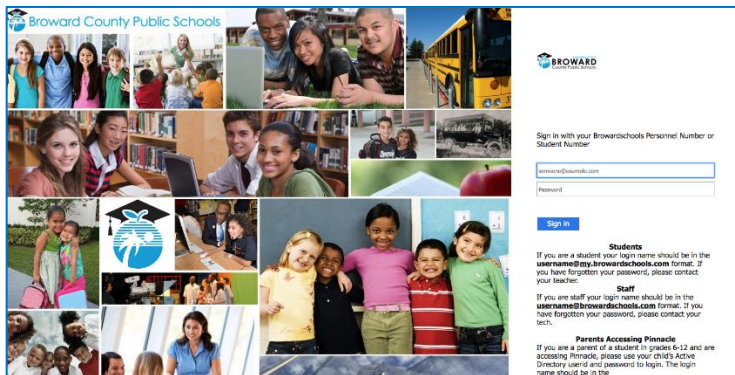
Users may be prompted to enter their credentials. They can now enter just their P5 or P8 number including the leading zeros (Example: P51234567). Users are no longer required to add *@browardschools.com* along with their P number.

By default, Charter school employee's login format is:
Username: P5#######
Password: Pass#### where #### are the last four digits of the user's P5 Number

For Charter Contractors the default format is:
Username: P8#######
Password: Pass#### where #### is the four-digit location number of their primary work location*
Please note if a contractor works at multiple locations this will be the location with the lowest location number.

Users may receive the pop-up "Stay signed in?". If using their own device with their own credentials, users can Click "Yes" otherwise they should always click "No". Putting a check mark in the box next to "Don't show this again" will keep this prompt from showing again on this device.
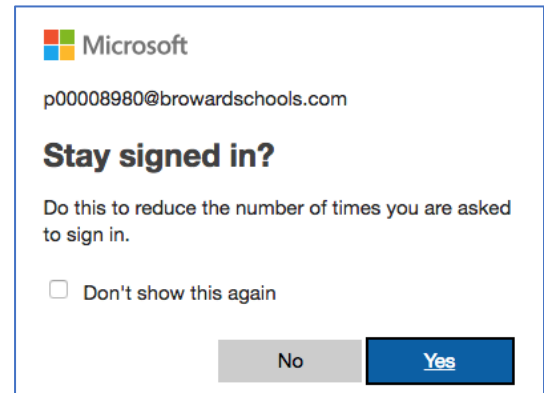
Once logged in users will be on the Clever SSO Launchpad where they will see the EdPlan button. Once they click on this button, they will automatically be signed into EdPlan.

SUPPORT INFORMATION:

During this transition users should utilize the same Support paths that they do today.

If users are having issues with logging in on the Active Directory Login Page, or do not see the EasyIEP button on their Launchpad they should contact Broward's IT Service Desk at 754-321-0411.

If users are having problems with EasyIEP after logging in on the Active Directory Login Page and clicking the EasyIEP button they should contact _____