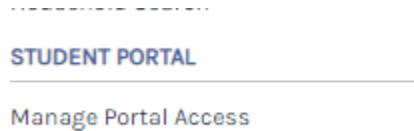
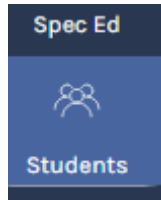
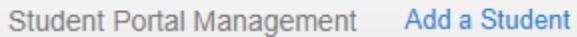
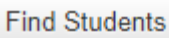

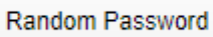
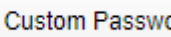


How to Set Up Student Portal in Illuminate

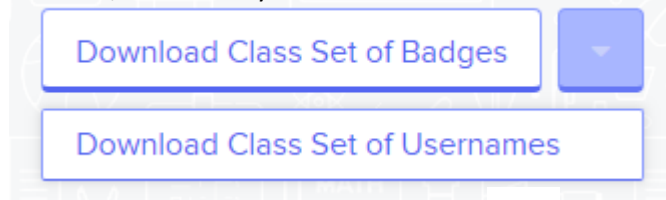
1. Check that the portal is enabled for your students
 - a. Go to the students' menu in Illuminate
 - b. Under the Student Portal heading click Manage Portal Access




- c. Make sure all your students names are listed
 - i. If you teach more than one class it may be faster to skip to the next step
 - d. If a student is missing from your list:
 - i. Click Add a Student at the top 
 - ii. If you have more than one site you use, make sure you are in the correct site for the students you wish to add
 - iii. Click the find students button 
 - iv. It will give you a list of your students that do not have their portal enabled
 - v. Click the box next to the students you need to add portal access for, then click the Custom Password button to set their temporary password (I suggest setting the password to vlcs)   
 - e. If you had to add anyone to the portal, they must go to the Illuminate site without going through clever to set their permanent password
 - i. Have them go to vlcs.illuminatehc.com
 - ii. Have them log in with their Illuminate username (Illuminate Student Id-listed on the Manage Portal Access Page) and temporary password
 - iii. It will prompt them to change their password, I suggest keeping it vlcs for ease of remembering
 - f. I suggest logging into your students portals and resetting their passwords for them for at least K and 1st Grade
2. If a student forgot their Illuminate portal password
 - a. Search for that student in the search menu
 - b. Under Student Demographics and General Information scroll down until you see Portal Password-underneath you will see the word Change in blue, this allows you to set a temporary password for just that student
 - c. Follow step e from above to set their permanent password

How to Set Up the Illuminate Portal in Clever Using Username Sign On

1. Distribute their clever usernames
 - a. To find their clever usernames log into your teacher account and click Classes at the top
 - b. If you teach more than one class, make sure to select the class you want usernames for- Click on the name of the class
 - c. On the right should be an option to either Download Class Set of Usernames or Download Class Set of Badges
 - i. Use the arrow next to it to select the usernames option, it should start downloading
 1. If when they use the log in, it is someone else's name that pops up let me know, occasionally we've had the usernames download incorrectly



2. Have students click on the Clever icon in the bar of their browser 
 - a. The first time, they may need to search for the school
 - b. Their password is the same as their username
3. To set up their Illuminate log in through clever, have them click on the Illuminate tile
 - a. A box should pop up for them to put their Illuminate log in information in
 - i. Make sure they put their Illuminate portal log in information in, not their clever log in
 - ii. It should now be set up for them to start using-they should never have to enter this information again-from now on they can just click on the Illuminate picture and get logged in

First Time Login to Illuminate Hom... ✕

Fill out your login information below.

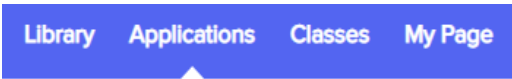


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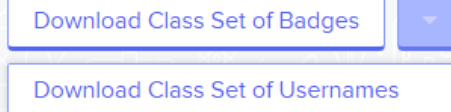
ILLUMINATE HOME CONNECTION PORTAL PAS


Save Login

How to Set Up the Illuminate Portal in Clever Using Badges (QR Code) Sign On

1. Distribute their clever badges
 - a. To find their clever badges log into your teacher account and click Classes at the top
- 
- b. If you teach more than one class, make sure to select the class you want usernames for- Click on the name of the class
 - c. On the right should be an option to either Download Class Set of Usernames or Download Class Set of Badges
 - i. Use the arrow next to it to select the badges option, it should start downloading-if this is not an option for you let me know and I can send them to you

1. I suggest gluing them to index cards and laminating them



2. Have students click on the Clever icon in the bar of their browser 
 - a. On the right hand side is a giant blue QR Code picture-have students click on it
 - b. They may need to click allow for the webcam if it pops up with allow or block
 - c. They hold their badge up to the webcam and it should log them in

Valley Life Charter School

[Not your district?](#)

Login information

USERNAME
PASSWORD Show

Having trouble? [Get help signing in!](#)

Log in



3. To set up their Illuminate log in through clever, have them click on the Illuminate tile
 - a. A box should pop up for them to put their Illuminate log in information in
 - i. Make sure they put their Illuminate portal log in information in, not their clever log in
 - ii. It should now be set up for them to start using-they should never have to enter this information again-from now on they can just click on the Illuminate picture and get logged in
 - b. I suggest logging into your students' clever accounts and setting up their Illuminate log in for them for at least K and 1st grade

First Time Login to Illuminate Hom... ✕

Fill out your login information below.



ILLUMINATE HOME CONNECTION PORTAL USEI

ILLUMINATE HOME CONNECTION PORTAL [PASS](#)

Save Login