

# Clever Role Changes

## Frequently Asked Questions

### Timeline

**When will this change occur?**

The change is set for July 27, 2026, following the conclusion of Summer School.

**Is this a one time clean-up?**

No. Roles will be reset at the end of the summer school session each year.

### Why is this Change Happening?

**Why is this change needed?**

To ensure users have access only to their assigned schools. This improves data security and supports accurate role assignments.

**Who needs to apply for a Clever role?**

Users who need access to additional Clever features or work at more than one location may apply for a Clever role.

### Special Groups

**Are there individuals who do not need to apply for a role?**

Certificated employees with one school site will automatically receive a Clever role.

**I am a school site principal. Will my role be impacted?**

No, you will be automatically assigned the School Tech Lead role. If you change schools, your access will be updated automatically.

**I am a contractor. Can I request a Clever role?**

Limited access is available. Contact the LAUSD Helpdesk at 213-241-5200 (option. 5, then option 1) for more information.

**How will this impact students**

There is no impact on students.



**Office**  
213-241-3017

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**Helpdesk**  
213-241-5200  
(option 5, then option 1)

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**Website**  
<https://its.lausd.org/apps/pages/PLSHome>

# Frequently Asked Questions

## Who is Affected & What to Do

### How will this change impact employees?

Certificated employees with one school site will automatically receive a Clever role. Roster-carrying teachers will receive a **"Teacher"** role based on the MiSiS Master Schedule. School site principals will receive the **"School Tech Lead"** role. All other certificated employees will receive a **"Staff"** role.

### I am a roster-carrying teacher. What do I need to do?

All roster-carrying teachers will automatically be given a **"Teacher"** role. Teachers can apply for a **"Staff"** role through oneAccess if they choose to elevate their access. Otherwise, no action is required.

### I work at a school, but I'm not a roster-carrying teacher. What should I do?

All non-roster, certificated employees will be assigned a **"Staff"** role, including Library Aides.

### Will Central/Region Office employees lose access too?

Central and Region office employees who need Clever access will be reviewed annually before granting them access.

### I used to have access to more Clever features, how do I get them back?

Contact the LAUSD Helpdesk to review your current role and receive advice on available roles.

### Do I have to request access each year?

Only individuals that require access to multiple locations or need a higher-level role must apply for access

## Role Overview

### Teacher

Teacher is the term Clever uses to refer to teaching staff. These are the individuals who directly manage a classroom and students. Teachers in Clever have unique tools and features that allow them to facilitate digital learning in the classroom.

### Staff

"Staff" is the term Clever uses to refer to staff who are not directly in charge of a classroom (e.g., principal, front desk, counselor, etc.). The Staff role is the default role provided to staff members in Clever when applying through <https://oneaccess.lausd.net>. This role provides permissions to access the Clever Portal and any shared applications. A job aid with instructions for applying through oneAccess is available at <https://www.lausd.org/OACleverRoleReqAid>.

### School Tech Lead

Clever uses this role to refer to staff who are not directly in charge of a classroom (e.g., principal, front desk, counselor, etc.). The School Tech Lead has additional permissions that allow them to manage the Clever Portal on a school-by-school basis. Contact the LAUSD Helpdesk if interested in this role. School site principal approval is required.

User role in Clever	Teacher	School Tech Lead	Staff Portal Access
<b>Single Sign-on</b>			
SSO to applications via Clever	✓	✓	✓
Customize Clever Portal for school		✓	
<b>Teacher Pages</b>			
Create and share Teacher Pages	✓		
<b>Teacher Tools</b>			
Manage and print Clever Badges	✓	✓	
Generate backup login codes	✓		
Log a class of students into an application	✓		
Log a class of students out of Clever	✓		
View Clever login status for students	✓		
<b>Clever Library</b>			
Add Clever Library applications (PoDS Approved Only)	✓		
<b>Clever Dashboard permissions</b>			
View login metrics for applications at school		✓	



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