

How Student's Authenticate Their Teams Account

1. Students must go to **Clever** at sso.browardschools.com.
2. Go to **Canvas**.
3. **Select** the current **teacher's class**.
4. Go to the **meeting link** on that teacher's page.
5. When Teams open, the initial time, the students will be prompted to sign in, and they **must log in** with their **Broward School's email address**. (e.g., 06XXXXXXXX@my.browardschools.com)
 - If they weren't prompted for account information and showing up as a guest, have them **clear their browser cache**; see **instructions below**.
 - If they are using the desktop version, after clicking on the meeting link, if they see "**Sign in**" at the **bottom of that window**, **click it to authenticate** using their **Broward School's email** and **password**.
6. Once they have logged in using their account they should be authenticated.

How to Clear Your Browser's Cache / Data

Chrome:

1. Go to the **three-dots** at the **upper-right corner of Chrome**
2. Go to **History**
3. Select **History** again
4. Click **Clear browsing data**.
5. Make sure that the time range is "**All time.**"
6. Click **Clear data**, and once done, restart the browser.

Edge:

1. Go to the **three-dots** at the **upper-right corner of Edge**
2. Go to **History**
3. Click **Clear browsing data**.
4. Make sure that the time range is "**All time.**"
5. Click **Clear now**
6. Restart the browser

IE:

1. Go to the **gear** at the **upper-right corner of IE**
2. Go to **Safety**.
3. Select **Delete Browsing History**
4. Make sure the **top three options** are **selected**.
5. Click on **Delete**
6. Restart the browser

Safari:

1. Go to **Safari** on the **upper-right corner** of the browser
2. Select **Clear History**.
3. Make sure that you clear is "**all history.**"
4. Click on **Clear History**
5. Restart the browser