



## Steps to Access Student Schedules

### Sign into Clever

1. [Browardschools.com/sso](https://browardschools.com/sso)
2. Click Visit BCPS SSO Launchpad
3. Click log in with active directory
  - a. Login is student [number@my.browardschools.com](mailto:number@my.browardschools.com)  
(06XXXXXXXX@my.browardschools.com)
  - b. Password is "P" then birthday (PMM/DD/YYYY)

### Once on Clever

4. Click Virtual Counselor button
  - a. You will be prompted to "click" button "go to Virtual Counselor"
5. Click go to Virtual Counselor

### Sign into Virtual Counselor

6. Enter student number (06XXXXXXXX)
7. Enter password (MM/DD/YYYY), **please note there is no P**
8. Click Submit
9. Go to student info drop down
- 10. Click Student schedule**

For schedule change concerns, please go to the [Westpine Middle](#) website and select the Schedule Change Request Form.