

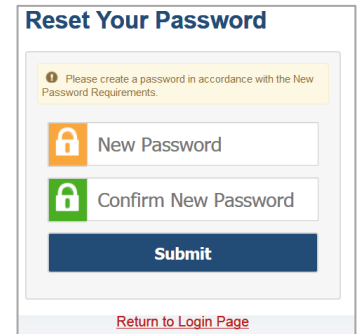
ClearSight

Sign-On Quick Guide

This guide explains how to sign on to *ClearSight* systems.

New User: Activating Your Account via Automated Email

1. When you are added into TIDE by a District User, you will receive an activation email that expires in 15 minutes. Click the link in this email to access the *Reset Your Password* page.
2. Enter and confirm a new password. The password must be at least eight characters long and must include at least one number, one lowercase alphabetic character, one uppercase alphabetic character, and one special character (e.g. %, #, or !).
3. Click **Submit**. The *ClearSight* portal page appears.



Email from:
DoNotReply@cambiumassessment

New or Returning User: First Time Logging in to *ClearSight* Systems for New School Year

The first time you log in or if the link in your automated email has expired, you can also access *ClearSight* systems directly from the [ClearSight Portal](#).

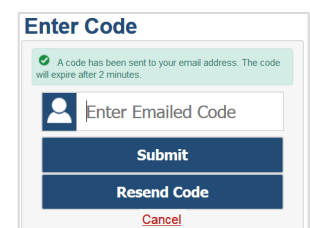
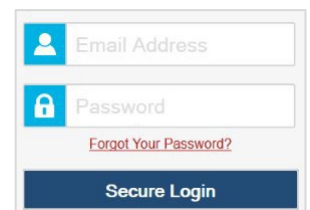
1. Access the *ClearSight* Portal
2. Select any system tile
3. Accept the new school year terms and conditions
4. Under “First Time Login this School Year?”, select “Request a new one for this school year” to activate your new credentials.



New or Returning User: Logging in to *ClearSight* Systems from new device, new browser, or after clearing browser cache

If you log in on a new device or browser, or clear the cache on a previously used browser, you must enter an emailed code after completing your initial login.

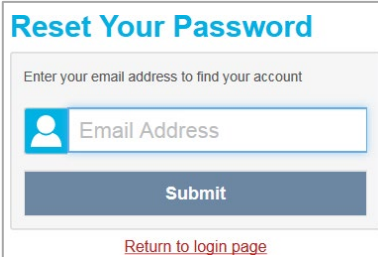
1. On the login page, enter the email address and password you use to access all *ClearSight* systems.
2. Click **Secure Login**.
 - a. If the **Enter Code** page appears, an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within five minutes of receiving the email.



Resetting Your Password

If you forgot your password, your activation link expired, or a Student & User Management administrator locked your account, you will need to reset your password.

1. On the login page, click the **Forgot Your Password?** link.
2. On the **Reset Your Password** page, enter your email address and click **Submit**.
3. A reset link is sent to your email address. Click this link to access the **Reset Your Password** page.
4. Enter and confirm a new password. Then click **Submit**.



The screenshot shows a web form titled "Reset Your Password" in blue text. Below the title is a light gray box containing the instruction "Enter your email address to find your account". Inside this box is a white input field with a blue person icon on the left and the placeholder text "Email Address". Below the input field is a dark blue button with the word "Submit" in white. At the bottom of the form, there is a red text link that says "Return to login page".