

# ***DeKalb County School District***

## **How to Log On to VERGE via Clever**

**(Clever includes VERGE, Office 365, Google Drive,  
and other digital learning resources)**

**VERGE** can be accessed from any computer with an Internet connection –from home, the public library, or a friend, neighbor’s, or relative’s home

1. Go to the Austin Elementary School home page <http://www.austines.dekalb.k12.ga.us/>

2. Go to the **MEDIA CENTER** page and click on the **LAUNCHPAD** icon



3. Click on **Login with Active Directory**

4. A box will appear asking for your username and password. Your **username** is your student number with the “s” in front (s9#####) and your **password** is:

Kindergarten: dekalbKK

3<sup>rd</sup> grade: dekalb03

1<sup>st</sup> grade: dekalb01

4<sup>th</sup> grade: dekalb04

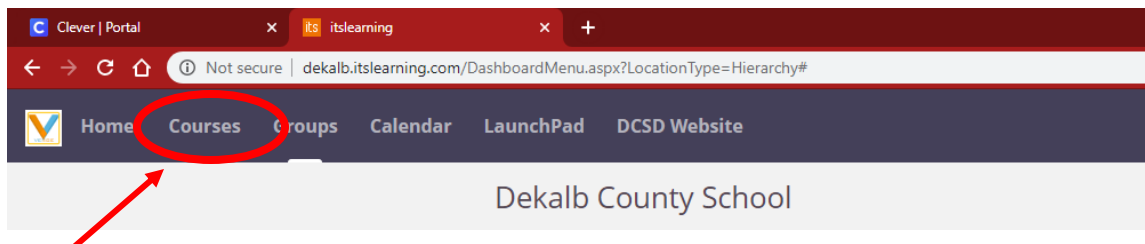
2<sup>nd</sup> grade: dekalb02

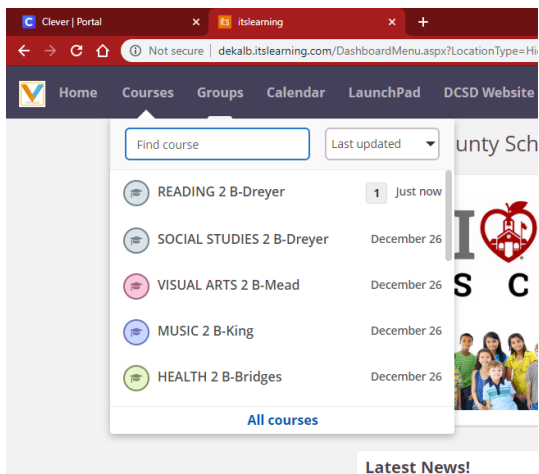
5<sup>th</sup> grade: dekalb05

5. Once in **Clever**, click on the **VERGE** icon under DCSD Digital Learning Tools

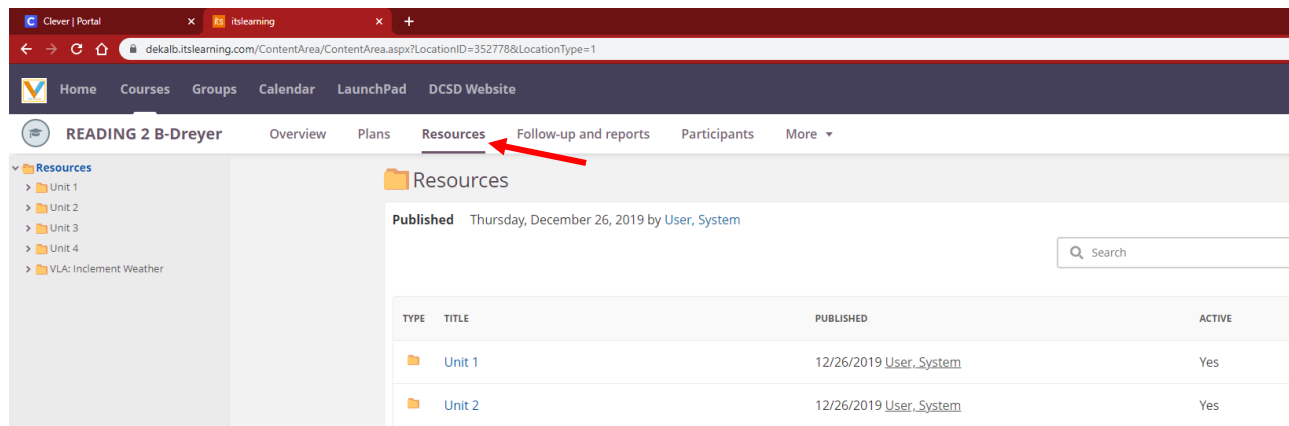


6. Once in **VERGE**, click on **Courses**. From the drop-down menu, choose the Course you want to work on.





- Once in a Course, click on **Resources**. Click on the **Virtual Learning Activity (VLA)** you want to work on.



## FOR ACCESS TO OFFICE 365 (Word, PowerPoint, Outlook email)

- Once in **Clever**, click on **Office 365 for DCSD Students** icon



- Once in **Office 365**, you have access to online versions of **Outlook** (email), **Microsoft Word**, **PowerPoint**, **Excel** and your **OneDrive**, where your documents are saved.