

# Clever SSO User Guide

## Overview

This guide provides step-by-step instructions for configuring the Clever Single Sign-On (SSO) to enable secure access to the MHS Group Insights (MGI) application. By integrating Clever, districts can streamline student login using their existing credentials, simplify test plan delivery, and ensure accurate authentication across multiple districts. The MHS Student App for Clever uses the OAuth SSO protocol, a secure and standards-based method that ensures seamless authentication between Clever and the application. The setup process includes submitting an integration request, configuring credentials, and activating the application for student use.

## Step-by-Step Instructions

### Step 1: Sign in to Your Clever District Administrator Account

1. Click on the following link to access the Clever District Administrator login page: [Clever District Administrator Login](#).
2. Enter your credentials to sign in to your account.

### Step 2: Submit Your Integration Request

1. On the left-hand menu, click **Applications**, then choose **Add Applications** to begin.
2. Search for the **MHS Student App** using the search bar.
3. Click **Request App** to initiate the connection and send the request.

### Step 3: Await Approval

1. After submitting your request, wait for approval from an **Implementation Specialist**.
2. When you receive your approval, continue the setup by completing step 4.

### Step 4: Share the Approved Application

1. Once approved, return to your Clever Dashboard and click **Home**.
2. Locate the approved application in the Applications table.
3. In the **Next Steps** column, click **View Initial Sharing Request**.
4. Click **Share** to enable access for your organization.

For more questions, please reach out to our Customer Service Team.

Email: [customerservice@mhs.com](mailto:customerservice@mhs.com)

TEL: US: 1.800.456.3003 | CAN: 1.800.268.6011 | INTL:+1.416.492.2627

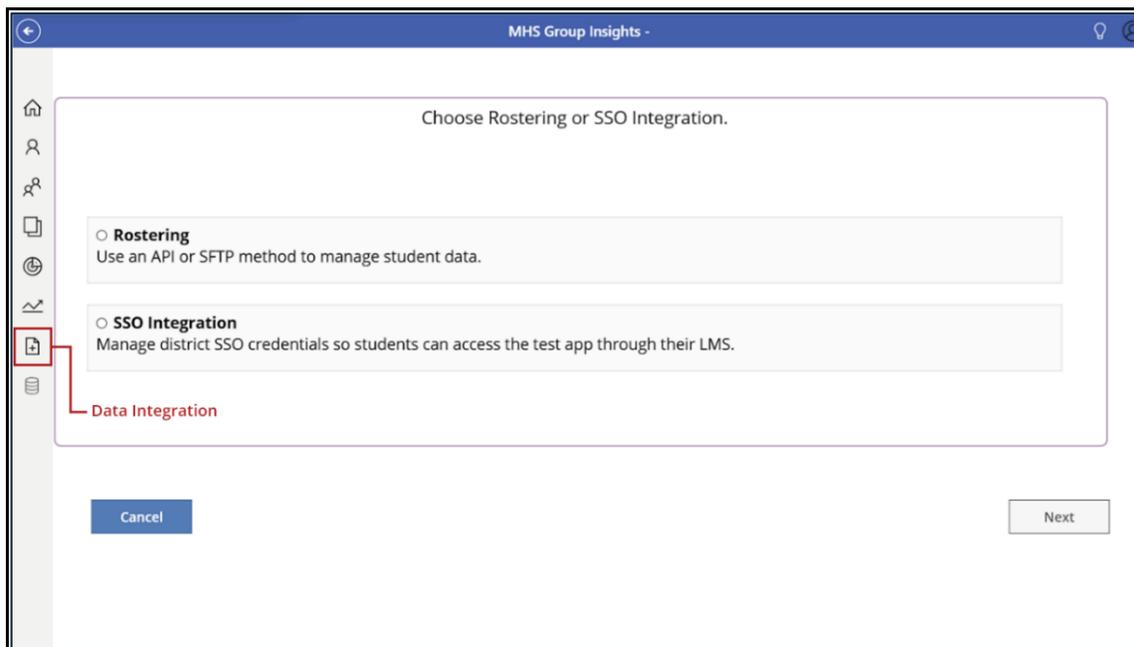
### Step 5: Copy the Instant Login Link

1. Navigate to the settings of your newly approved application.
2. Locate and copy the Instant Login Link.
3. Paste the link somewhere safe.
4. From the link, copy the district\_id value. This value can be found after id=. For example, in the link below, the district\_id value is 6776e3ffae0217f745c67235.
4. **Instant Login Link** : [https://clever.com/oauth/instant-login?client\\_id=adb62c7d7b1805d58c66&district\\_id=6776e3ffae0217f745c67235](https://clever.com/oauth/instant-login?client_id=adb62c7d7b1805d58c66&district_id=6776e3ffae0217f745c67235)



### Step 6: Configure the MHS Group Insights Application (MGI)

1. Log in to the MGI application.
2. From the sidebar menu, click the icon that opens the **Data Integration** screen. (Refer to the screenshot below to identify the icon).
3. On the Integration Settings screen, you'll be prompted to choose between **Rostering** and **SSO Integration**.
4. Select **SSO Integration**, then click **Next** to proceed with the setup.



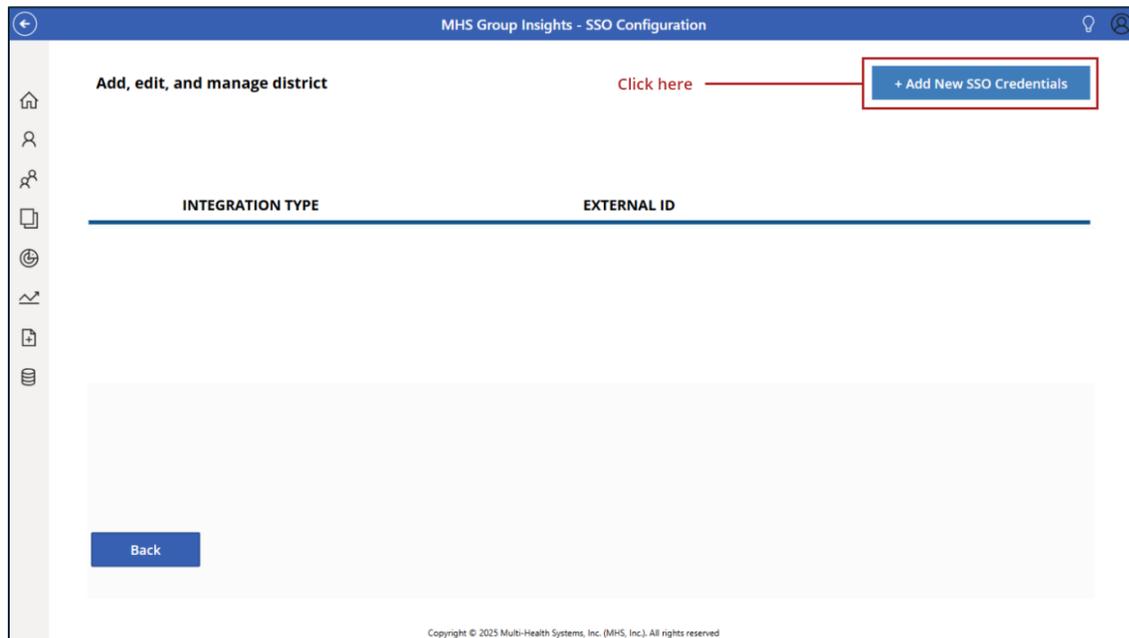
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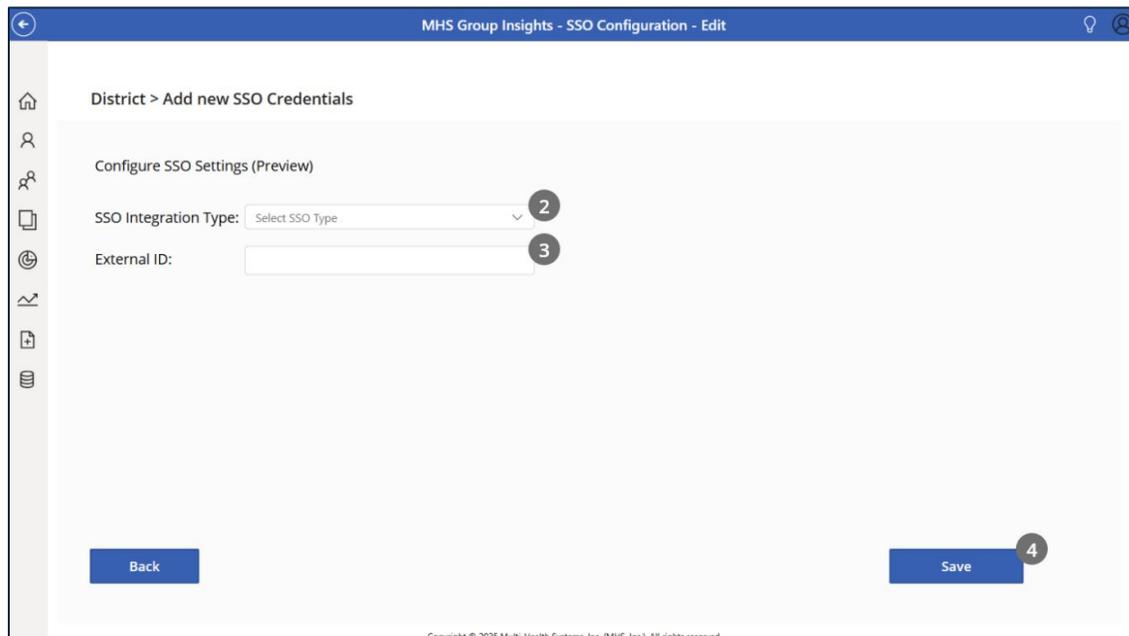
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## Step 7: Add Clever SSO Credentials

1. In the next window, click **Add New SSO Credentials**.



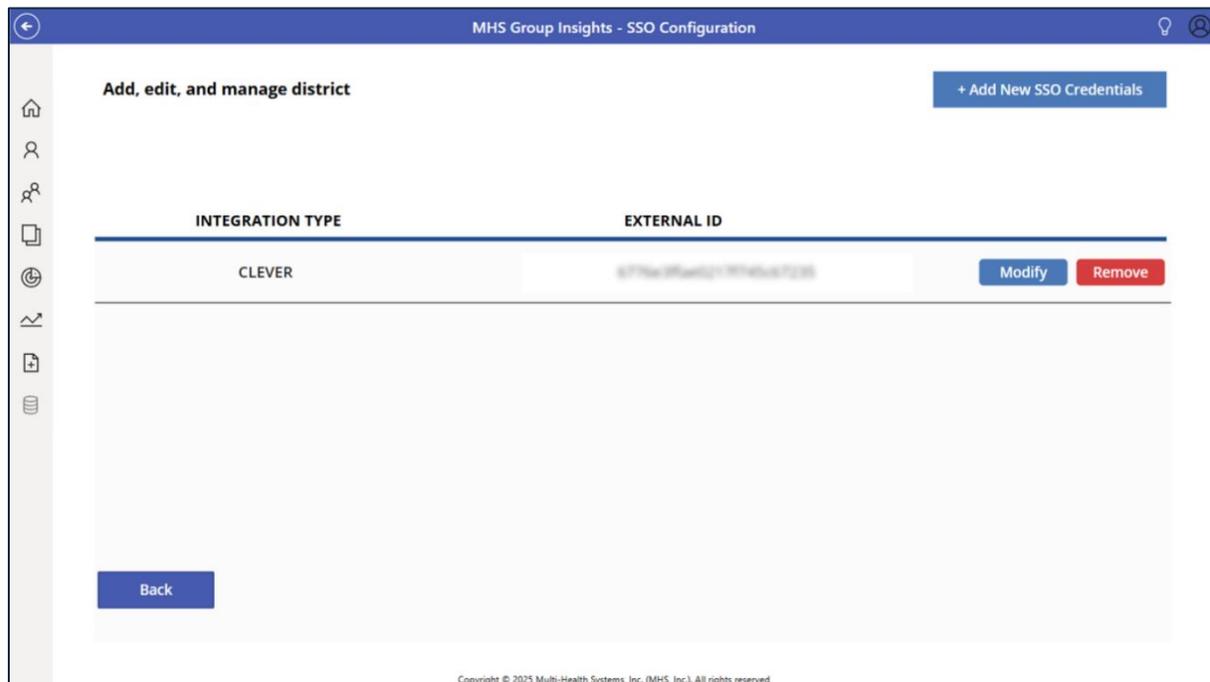
2. Set the Integration Type to Clever.
3. Paste the **district\_id** you copied in Step 5 into the **External ID field**.
4. Click Save to complete the setup.



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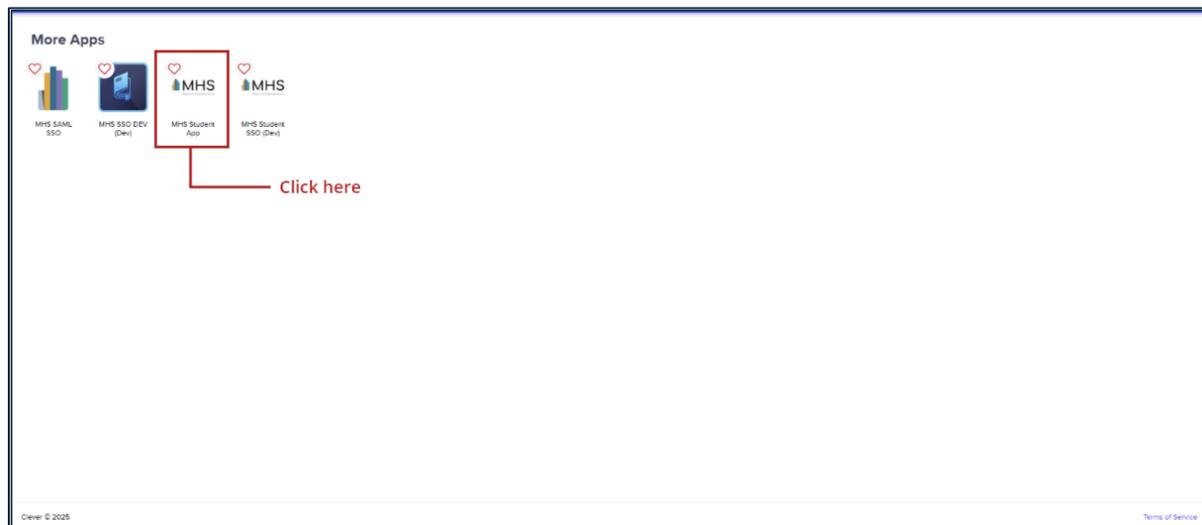
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### Step 8: Final Verification

1. Return to the **Clever Portal**.
2. Your new SSO application should now be active and ready for student access.



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## Troubleshooting

If you run into any issues during setup, double-check the following:

- ✓ The **District ID** was copied accurately from the Instant Login Link.
- ✓ Your **integration request has been approved** before continuing.
- ✓ Steps were followed **in the correct order** to avoid configuration errors.

Still need help? Contact the **Implementation Team** at [lis@mhs.com](mailto:lis@mhs.com).

## You're All Set!

Your Clever SSO integration with MHS Group Insights is now in place and ready for use. For any additional guidance or troubleshooting, feel free to connect with the Implementation Team.

Thanks for taking the time to set things up carefully—this ensures a smoother experience for everyone using the platform.

For more questions, please reach out to our Customer Service Team.

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