

Clever School Signup: Infinite Campus

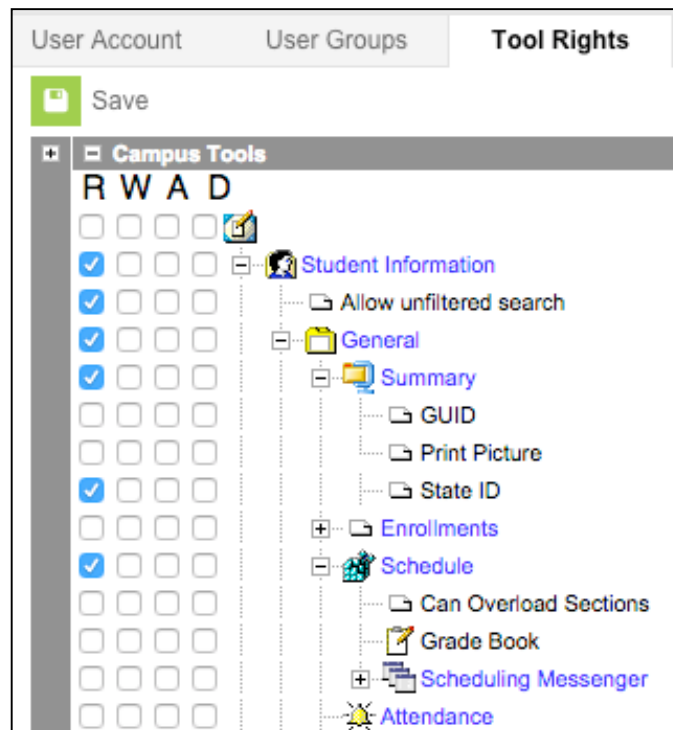
1. Introduction

Clever allows the student data in Infinite Campus to automatically sync with authorized applications. This eliminates the need for manual CSV transfers or complicated SFTP uploads.

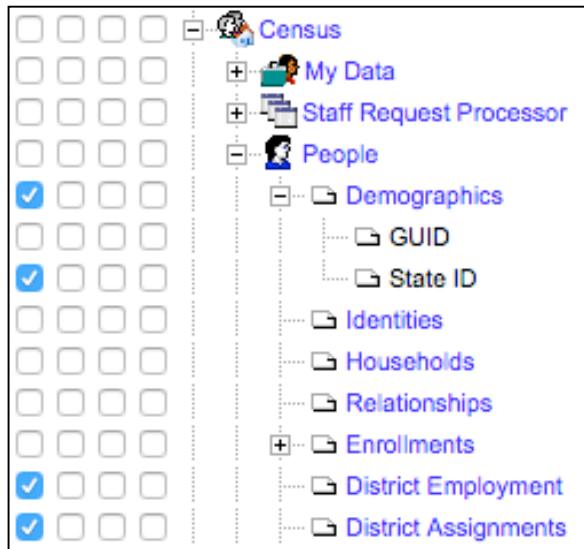
To allow the data sync to happen, Clever needs to be able to access a school's Infinite Campus instance. The best practice when using Clever is to create a new Infinite Campus user for Clever to use that is read-only except for Ad Hoc Reporting.

2. Enabling Permissions

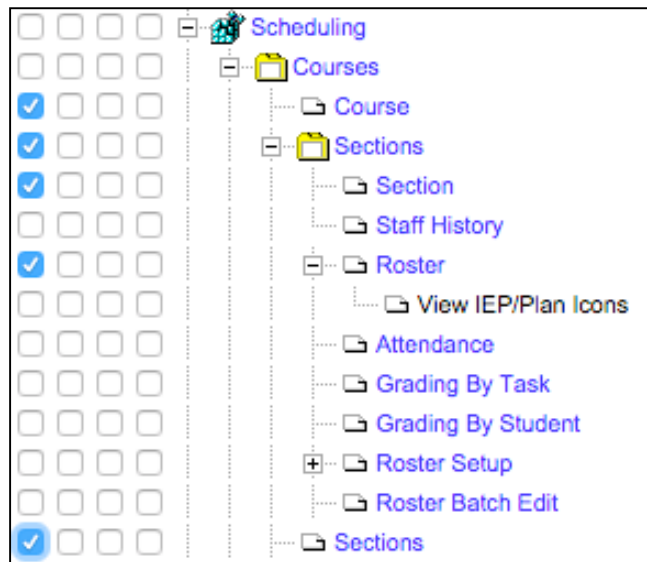
- A. To configure the permissions for the Clever user, navigate to the following path:
System Administration > User Security > Users > Tool Rights
- B. Ensure Clever has Read access to Student Information according to the following screen shot:



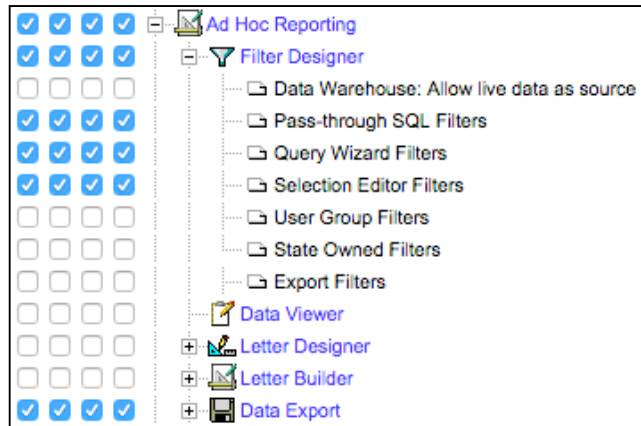
C. Ensure Clever has Read access to Census—Student and Staff ID Numbers and Staff Employment Status—access according to the following screen shot:



D. Ensure Clever has Read access to Scheduling according to the following screen shot:



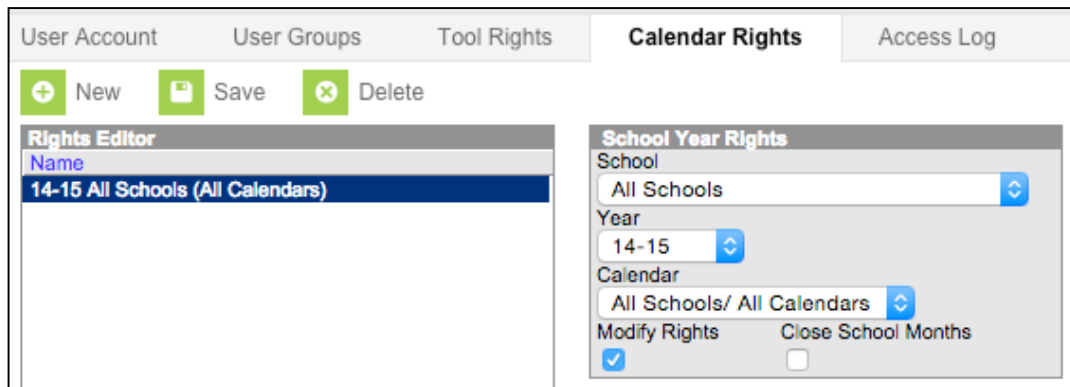
E. Full rights will need to be given for creating and deleting reports. Reporting is limited to those areas selected above.



F. Log off ability – full rights needed here.



G. You'll also need to adjust calendar rights by navigating to the following path: System Administration > User Security > Users > Calendar Rights. Update calendar rights per the screen shot below, and make sure the check box for "Modify Rights" is selected. Specific schools can be selected if district access is not desired. NOTE: selecting this box does not give Clever the ability to modify your calendar; access is still Read Only.



3. Clever Support

If you have any questions about setting up your Clever sync, visit our [Help Center!](#)