Provisioning Claro Cloud

Last Modified on Tuesday, 25-Jun-2024 11:12:40 BST

You get **Claro Cloud** services, like Claro Cloud OCR and ClaroSpeak Web, through completing two steps. First**, provision your own administrator account**. Then decide how to **provision your users** (staff and/or students).

Step 1: Provision your own administrator account

You should have received a Claro Cloud Licence Key for the apps and services you want to use. Contact **sales@clarosoftware.com** if you haven't.

Now you must log in to Claro Cloud to enable Cloud. You have two mechanisms:

If you have a username and password:

Go to **www.clarosoftware.com/login** and enter your username and password

Supply an email address (for resetting your password if you lose it).

If you only have a licence key:

Go to **www.clarosoftware.com/login** and create a Claro Cloud account. We recommend using a work email address corresponding to your institution domain name, e.g. admin@westhaven.eu for www.westhaven.edu. You will have to give the email address and password to anyone responsible for administering the Cloud account.

Now you must enter your Claro Cloud Licence Key to unlock the services and apps for this licence key.

You can log in again any time to see usage information for your institution and staff, add more keys to unlock more services and apps, or administer services for your users.

Step 2: Provision your users

We want to make it as easy as possible for your users to access Claro Cloud. You have three options. You can link Claro Cloud to your own website, which is more work for you to set up but easier for your students and staff: or you can simply create a username and password to give out to anyone who needs it, or you can use SSO (Single Sign On)

1. Link from your own website's user system (Recommended)

If your users already log in to your website using a username/password, then you can simply link from your website to our Claro Cloud services and apps. All you have to do is register the URL or URLs from which the users will be coming – that is, the page on which you'll put the links to Claro Cloud. You do this by logging in to Claro Cloud and selecting the **Manage Referrers** option. This will bring up a simple text entry form:

Enter the URL or URLs from which your users will come and click Add. You will then see the referrer URL listed. For example, the University of Westhaven has a student e-learning system at www.westhaven.edu/students. The Westhaven administrator puts the links to the Claro Cloud services on

a page at www.westhaven.edu/students/apps.html, and registers www.westhaven.edu/students/ URL in Manage Referrers. Now students can log in to the Westhaven site and simply follow the links on the www.westhaven.edu/students/apps.html page to the Claro Cloud apps and services: no additional log-ins are required.

Link directly from your website to the URLs provided in Manage Referrers. If in doubt, use ClaroSpeak Web.

Help finding out your referrer ID: If you you're confused as to what your referrer ID should be, follow these simple steps:

1. On your webpage where you want to link to ClaroRead Cloud, put a link to https://www.clarospeakweb.com.
2. Follow the link and you'll see the ClaroSpeak Web sign-in page.
3. Do View Source in your web browser.
4. Immediately after the body tag you'll see an HTML comment with the referrer ID from your web page. This is the value you put into Manage Referrers.

You can get more information about how the referrer URL is used by clicking "What is this?" in Manage Referrers.

You can track usage across all your users in Claro Cloud, but you will not be able to break out individual users.

2. Distribute a username and password to your end users

You may find it simpler to have **a username and password to give out to your users.** You can get this from your admin Cloud account.

1. Log in to Claro Cloud.
2. Click on **Student and Staff Access.**
3. Set the password you want to use and (optionally) change the default username.
4. Click **Submit.**

You can now simply give the username and password to your staff and students and point them at the Claro Cloud login page at **https://www.clarosoftware.com/login.** When they log in they will see downloads and web apps but not all your admin functions.

3. Using Single Sign On (SSO)

This option is available if you use Google or Office 365 as your **Identity Provider.**
If you do, you can simply instruct your users to sign in with their normal work or college account. You will have to log in first to tell Claro Cloud that the email domain for your users is associated with Google or Office 365, then you are good to go!
You can set this up using **Domain Admin**.
Single sign on is only available for licenses with an attached multi-user key and School Home and Go.