

SCHOOLGY ACCESS by GROUP

September 2020

PARENTS

1. Go to www.schoology.com.
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. Enter your Parent Access Code. This is a 12-digit code in **XXXX-XXXX-XXXX** format that you receive from one of your child's instructors.
4. Fill out the form with your information.
5. Click **Register** to complete.

**When you use a Parent Access Code to create an account, you are automatically associated to your child.*

If your Parent Access Code does not allow you to register or, if the code does not have 12 digits, please contact your child's instructor or school for more information.

Multiple Children at Different Districts

*If your children attend different schools that are not in the same district (or are not part of the same Schoology Enterprise account), you will see an error message when you attempt to use the **Add Child** button to associate your parent account with their student account:*

*Parents must have a separate account for each child from a different school. For example, if you have one child at a High School in one district, and another child at a Middle School in a **different** district, you must have accounts at both districts and [link your accounts](#) together. Linking accounts enables you to toggle between two or more accounts without having to log out and back in. Each district separately manages your parent accounts and can then communicate with you as necessary*

Mobile App Instructions

Once you have an account, download the Schoology app from your App Store. Tap the app icon to open it on your device.

Begin by selecting your school:

- 1. Use the keyboard to enter the name of your school or organization. As you type, matching choices will populate as a list. The name, ID number, city, state, and zip code for the school should appear below.*
- 2. Tap the name of your school or organization when it displays.*
- 3. You can use an email address or username to log in to the application, depending on how your account was set up.*
- 4. Tap **Log In** to complete.*

For further instruction on how to use Schoology, visit
<https://support.schoology.com>

****If you are having issues logging in, double check your ID & Password or contact your teacher****