

Parent/Guardian Account Settings

To access your Account Settings:

- Click the arrow in the upper-right corner of Schoology.
- Select Settings.

[Click Here](#) to watch a video

Account Settings

The display names you can customize may include:

Account Info

First Name:	Gale
Preferred First Name:	<input type="text"/>
Middle Name:	
Last Name:	Lopez
Username: **	glopez
Primary Email: **	<input type="text"/>
Alternate Email:	<input type="text"/>

- Title: This refers to any prefix you'd want to include in your name (Mr., Mrs., Ms.,etc.).
- First Name: This field should already include the name with which you signed up for Schoology.
- Preferred First Name: If your organization's System Admin has enabled this permission, you can choose a different name to display wherever your name appears, either by itself or in addition to the name in the First Name field.
- Middle Name: This field may already be filled, though it is not required.
- Last Name: This field should already include the name with which you signed up for Schoology.
- Username: This field is necessary for users who sign into Schoology using a Username. Users may sign up for Schoology with either a username or with an email address.

Primary and Secondary Email Addresses

- Primary Email: This field lists the email address under which you are registered in Schoology. All designated notifications will be sent to this email address. You may also log in to Schoology using this email address.

- Alternate Email: This field lists an optional, secondary email address. Notifications will also be sent to this email address.

Set Your Default Account

Set Your Default Account

Account:

Main Account

✓ Child Activity

[Save Changes](#)

This determines the first page you see when you log in to your Schoology account. You can toggle into your child's account at any time, to stay updated on his or her schoolwork and activity.

From the Set Default Account menu:

- Select Main Account if you would like to see your own personal account when you log in.
- Select Child's Activity if you want to automatically start in your child's account when you log in.

Account Password

Depending on the way you log in, your login information will display either your Email or your School and Username information.

To create a new password:

- Click the arrow in the top right corner of Schoology
- Click Settings in the drop-down menu.
- Click Change Your Password.
- Type in your current password.
- Type in your new password and confirm it (must be different than the current password).
- Click Submit to complete.

Account Password

Password:

[Change your password](#)

Link Account

If you have another Parent account in Schoology, you can link your accounts to toggle between children from the down-facing arrow on the top right of Schoology. By keeping both accounts, and linking them together, you can access all content from a single login. The feature allows each school to manage your parent account settings appropriately, and to communicate with you seamlessly.

Link Account

Link Accounts

Instructions: Use this to link your other Schoology accounts together. This will enable you to switch between your accounts without having to log in to each separately.

To Link an Account, follow these steps:

- Click the arrow in the upper right of the page of the Parent account you'd like to keep primary (you will be using this account to login to Schoology).
- Click Settings in the drop-down menu.
- Scroll near the bottom of the Account Settings page and click Link Accounts.
- Enter the Email or Username of the parent account at the other school.
- Enter the password of the other parent account.
- Click Link Account to complete.

Select a Primary email address for linked accounts

Select a primary email address for all linked accounts

A list of your primary account and linked account(s) will appear in the Link Account area upon completion. If you have multiple primary email addresses for these accounts, enable the feature to Select a primary email address. This feature allows email notifications for each linked account to go to the primary email address listed in this area.