



# Schoolology for Parents:

Create an Account



# Step 1: What you will need.

1. You must have access to an internet browser.
  - a. Navigate to : <http://Schoolology.com> and click "Register" at the top right and select "Parent".
  - b. **If you have multiple enrolled children, choose an access code to start with!!**
2. You must have an active email address.
3. You must have your [Schoolology Parent Access Code](#).

If you did not receive or no longer have your letter, please call your school.



Access codes for each school will be sent home by your school.

**\*\*Codes are specific to each child and need to be handled in a secure manner.**

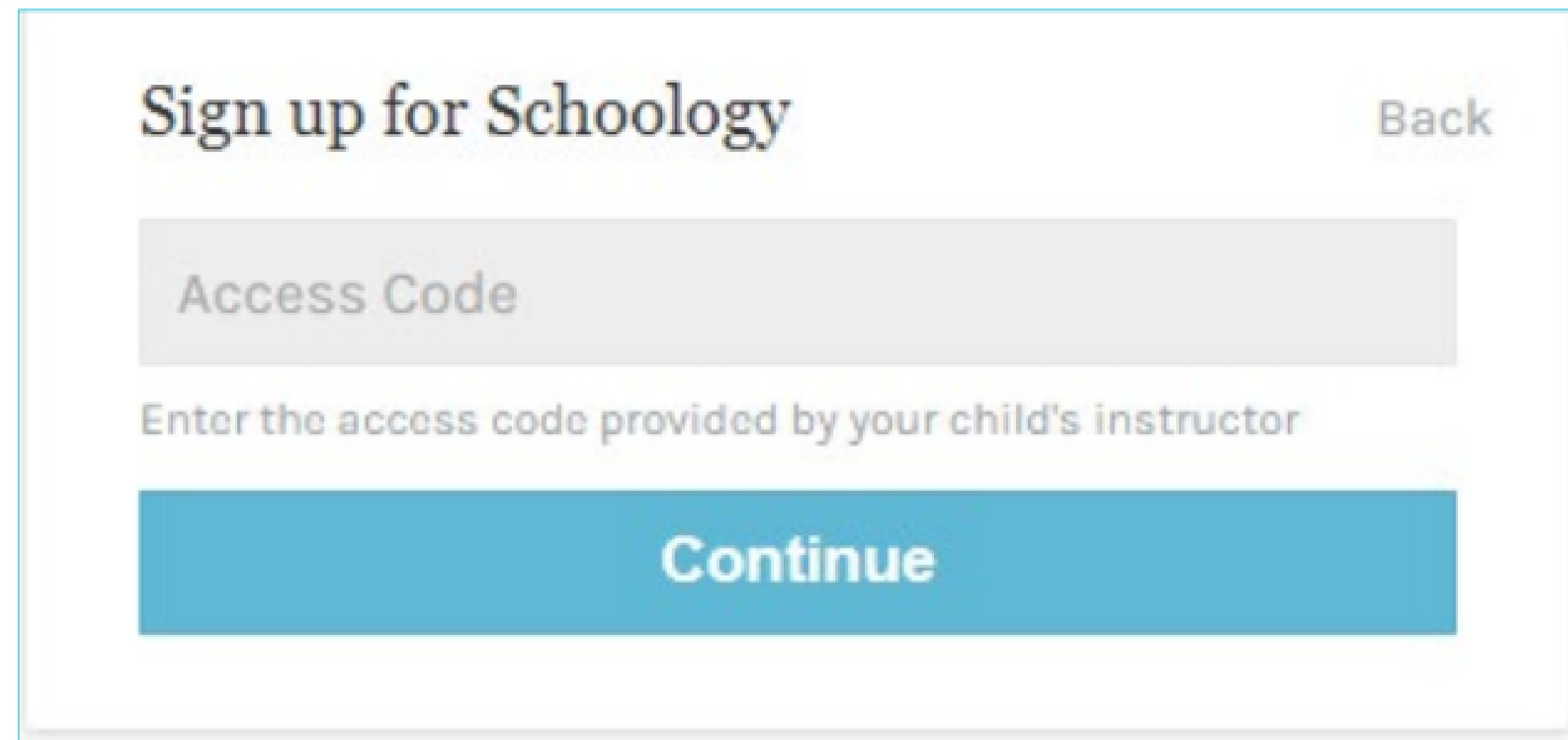
## To create a new Schoolology account:

- Go to <http://Schoolology.com>
- Click on the "Register" button at the top, then "Parent"
- Enter the access code for your child.  
*Student Name: <First\_Name><Last\_Name>*  
*You Access Code is: <Schoolology\_Parent\_Access\_Code>*
- Complete the information requested using your name.
- Once your account is created, you can then add any additional students by clicking on the down arrow by your name at the top right, then "+ Add Child"

Need further support? Call your school.

# Step 2: Creating your account.

1. To sign up, enter the Access Code provided by KCSD.
2. Click continue.



The screenshot shows a web form titled "Sign up for Schoology" with a "Back" link in the top right corner. Below the title is a text input field labeled "Access Code". Underneath the input field is the instruction "Enter the access code provided by your child's instructor". At the bottom of the form is a large blue button labeled "Continue".

Need further support? Call your school.

# Step 3: Complete the form and click REGISTER.

Sign up for Schoology Back

T28N-8HWV-C274

Jane Doe

name@example.com

.....

.....

Subscribe me to the Schoology Exchange blog

By clicking Register, you are agreeing to our Privacy Policy and Terms of Use

**Be sure to check this box.**

Register

- Provide the PARENT information for this section.
- If you have additional students, you will add them on another step.

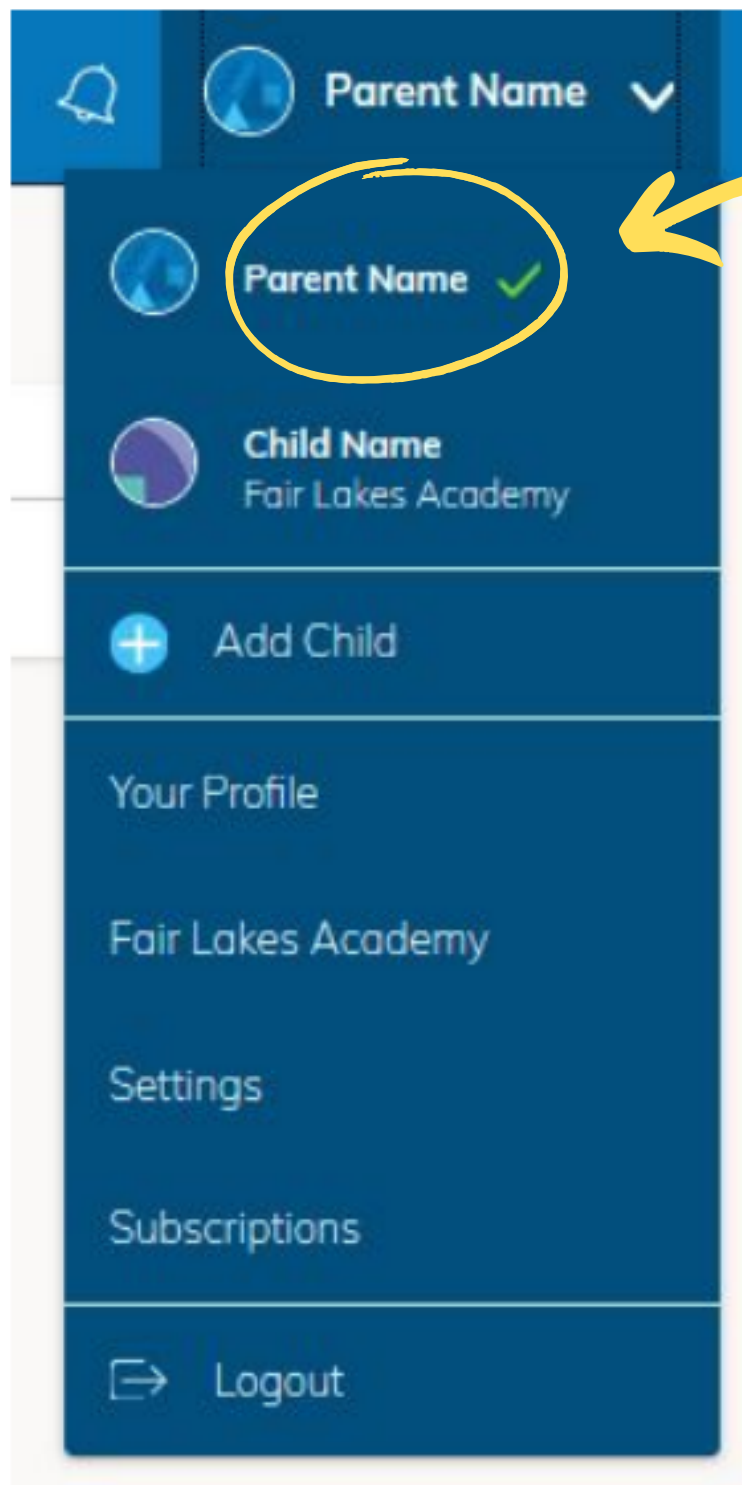


**Remember to make note of the email and password you used to create your Schoology account!**

Need further support? Call your school.



# Step 4: Add students to your account.



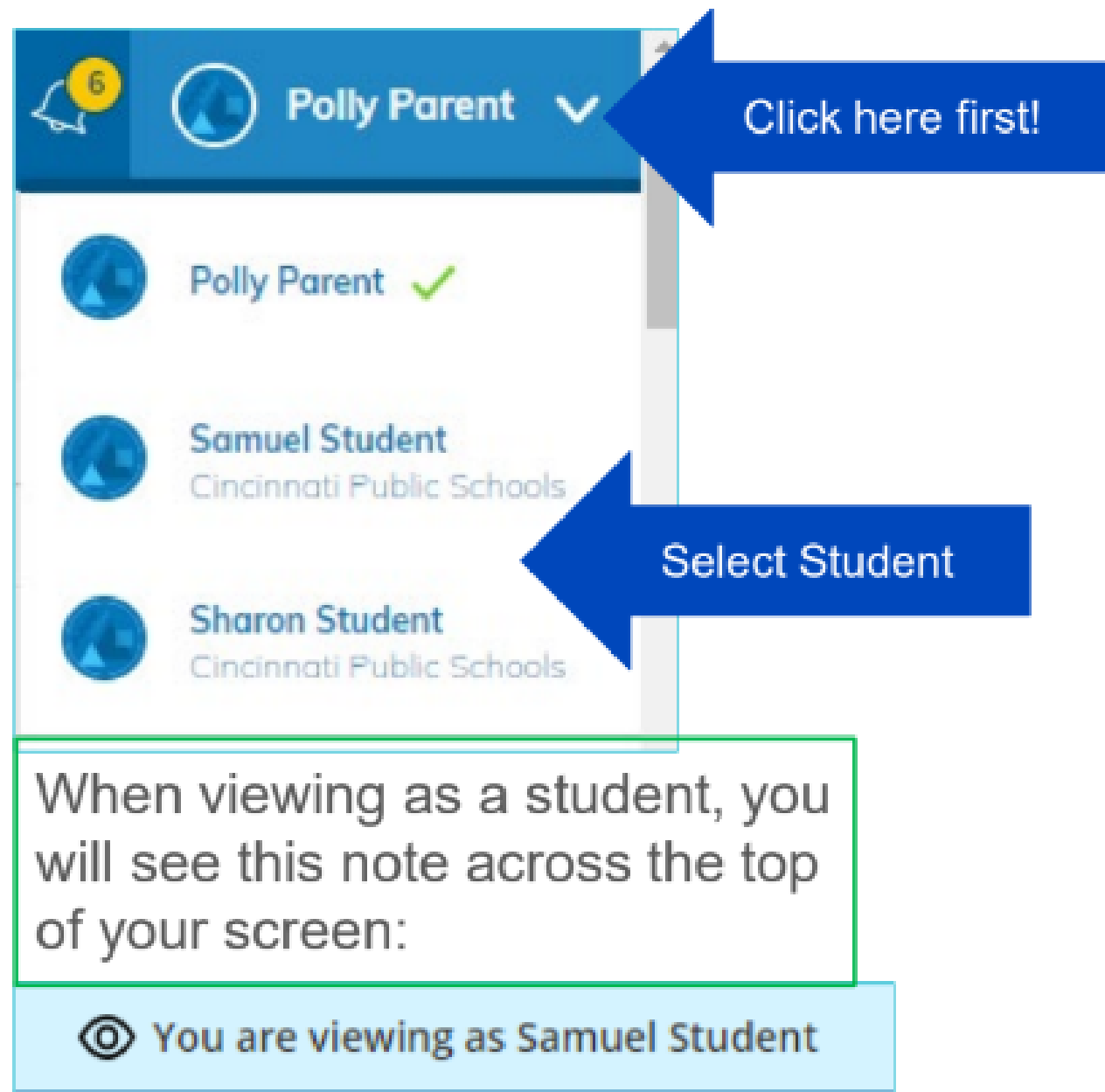
Be sure the parent name listed is accurate.

## To add your child:

1. Click the dropdown menu next to the parent name at the top right.
2. Click **"Add Child"**
3. Enter parent access code for next student.
4. Repeat for all children in your household.

Need further support? Call your school.

# Step 5: Toggle between your children's accounts.



The screenshot shows a user interface with a blue header bar. On the left, there is a notification icon with the number '6'. In the center of the header, it says 'Polly Parent' with a dropdown arrow. A blue arrow points to this dropdown with the text 'Click here first!'. Below the header, there is a list of three account options, each with a blue circular profile picture icon. The first option is 'Polly Parent' with a green checkmark. The second option is 'Samuel Student' with 'Cincinnati Public Schools' below it. A blue arrow points to this option with the text 'Select Student'. The third option is 'Sharon Student' with 'Cincinnati Public Schools' below it. At the bottom of the screenshot, there is a light blue box with a camera icon and the text 'You are viewing as Samuel Student'.

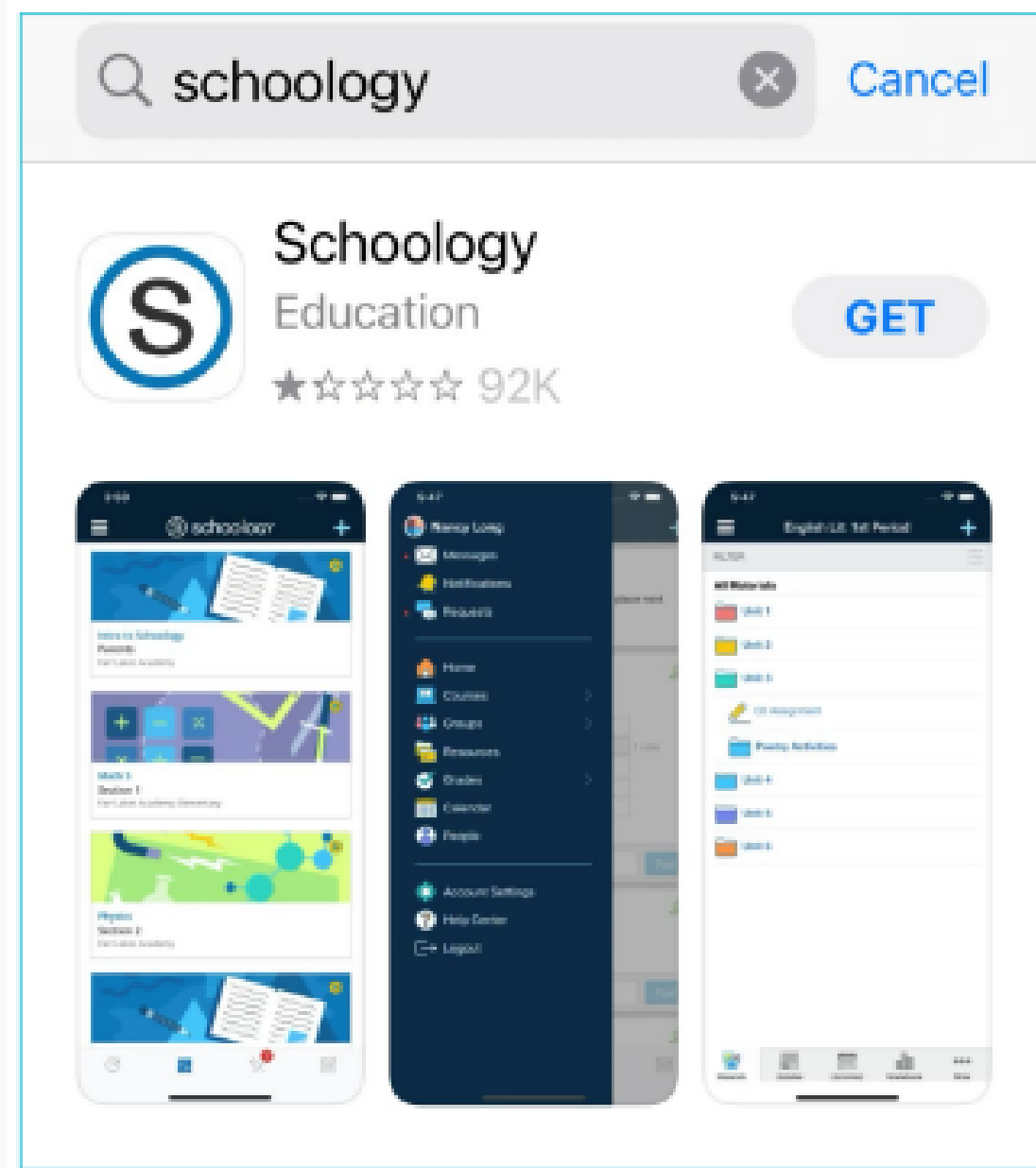
When viewing as a student, you will see this note across the top of your screen:

📷 You are viewing as Samuel Student

1. To view your child's account, click the drop down menu where your name is (at the top right).
2. Select the child profile you would like to view.
  - a. A **green** check mark will appear next to the profile in view.
3. Click on "Courses" at the top and select the course to view.
  - a. You will **NOT** be able to view discussions and interactions with other students.
  - b. You will **NOT** be able to turn in or complete assignments from the parent account.

Need further support? Call your school.

# Step 6: Download the mobile app.



- The Schoolology app is free and accessible through your app store.
- Once the app is downloaded, you are good to log in with your username/email and password.

Need further support? Call your school.