

PLSAS PARENT ACCESS TO SCHOOLGY

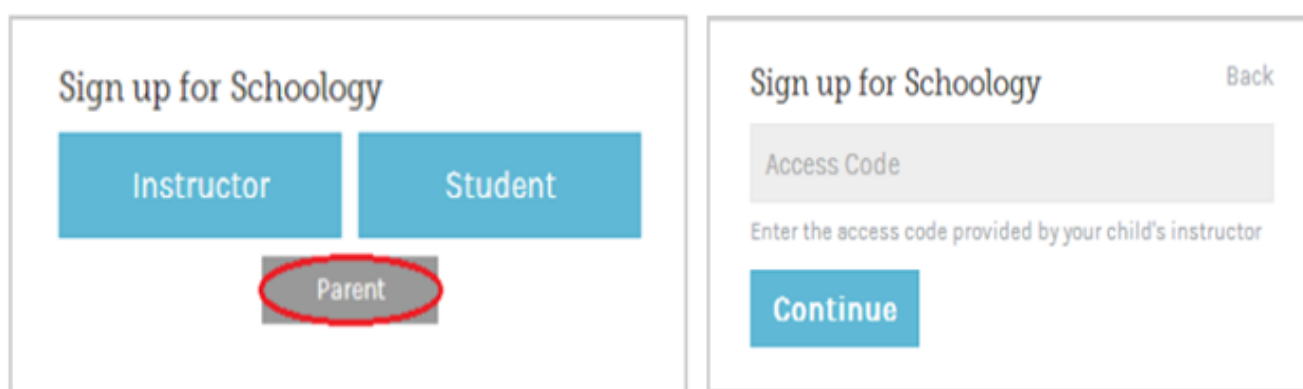
Initial Set-up. Steps 1 and 2 will only need to be done one time for initial access.

Step 1. Request Schoology Parent Access Code.

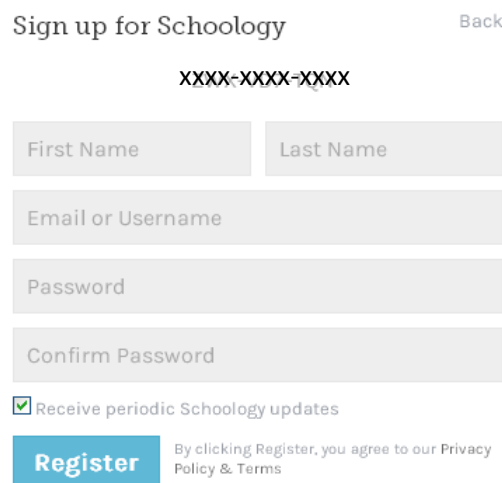
Each child has a specific access code for parents to link to their account. You will need different code for each of your children enrolled in PLSAS. Codes are available in the parent portal of Infinite Campus on the More tab.

Step 2. Create a new parent Schoology account.

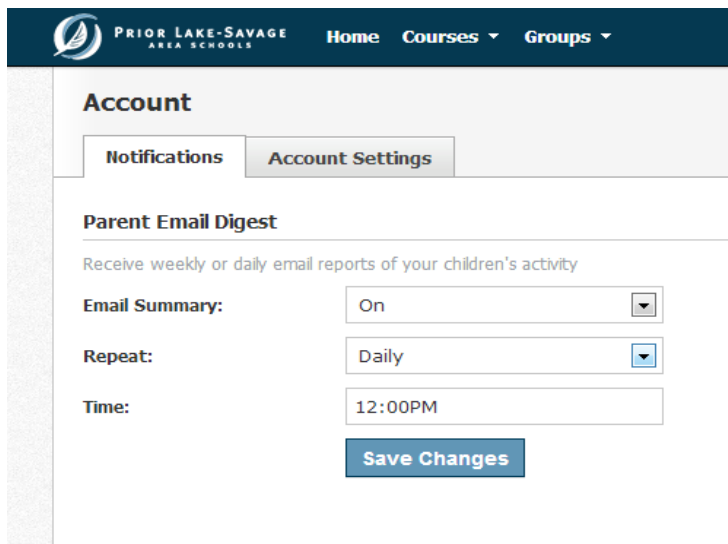
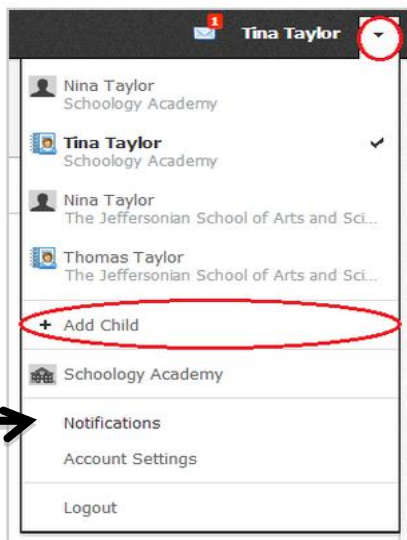
Go to www.schoology.com and click on the sign up button on the top menu.



- A. Click on the parent button.
- B. Enter your Parent Access Code found in the Infinite Campus parent portal.
- C. Fill out the form with your parent information.
*The information you enter will be your username and password for all future logins.
- D. Click Register to complete.



When you use a Parent Access Code to create an account, you will automatically be associated to that student. To associate additional students to your account, click on the Add Child button in your Schoology Account Settings. You will access your account settings using the down arrow next to your name. Repeat this step for all additional children by entering each unique Parent Access Code assigned to your children.



Step 3. Set your notifications to receive email alerts and summaries of child and teacher's activity within Schoolology.

Click on your child(ren)'s name in the drop down menu (your children may appear on a single line together in this menu).

Return to the same drop down menu (arrow in the top right corner) and click on *Notifications*.

Choose to turn on email notifications and receive alerts on a daily or weekly basis. You can also choose the time of delivery. After 4pm is the recommended setting for alerts to ensure all teacher updates are received. Each email summary will include updates and assignments that occurred in the summary period as well as upcoming events for all of your children. If you are concerned about frequent emails, you may also turn off all notifications.

Step 4. Future Login.

Access Schoolology using the username and password you created in Step 2.C. Parents will access Schoolology from the website www.schoolology.com for all future logins. A link to this site is posted on the parent portal of our district webpage <http://www.plsas.org/families>

NOTES:

If you have an existing Schoolology account with another district, please contact that district's IT dept to inactivate your account before creating your new PLSAS Schoolology account.

Questions regarding course information should be directed to your student's teacher.

Login support to Prior Lake-Savage Area Schools can be obtained by emailing ithelpdesk@plsas.org