

PLSAS PARENT ACCESS TO SCHOOLOGY

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

Step 1. Obtain 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.

On a Desktop or Laptop:

Go to www.powerschool.com and click on the **Login** button at the top. Click on **Parents & Student Logins**. Under **Schoology Learning**, click on **Register for Schoology Learning**

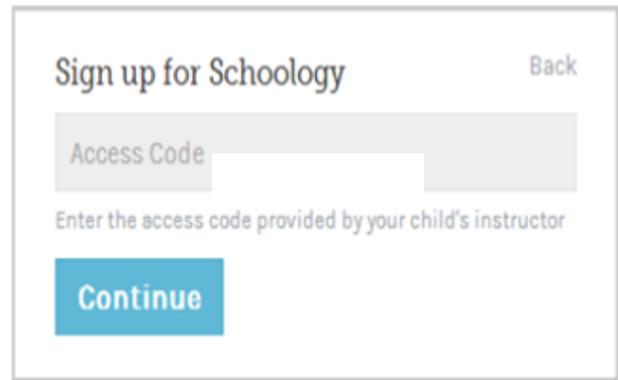
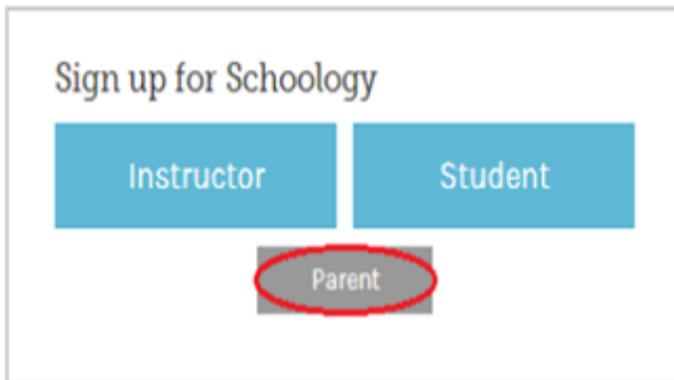
On a Mobile Device:

Download the **Schoology** app for Android or iPhone

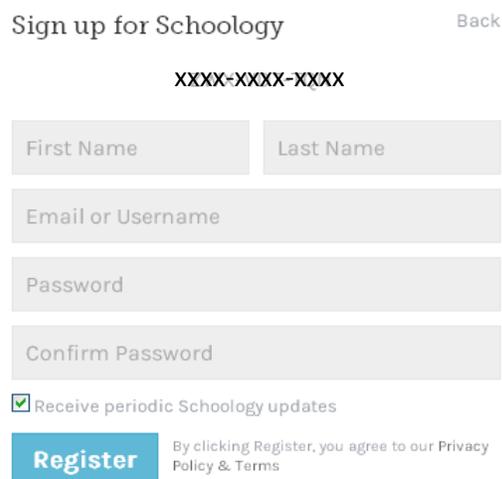
Click on **New User? Create an account**

A message will pop up that asks "Create an Account- Register with Schoology Canada"- Click **No**

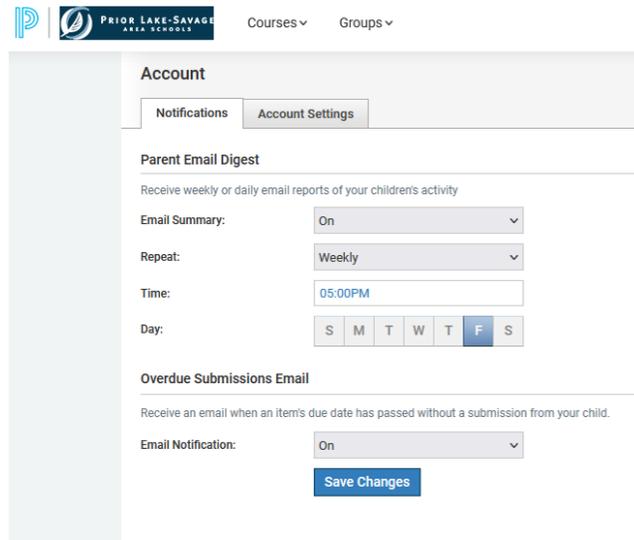
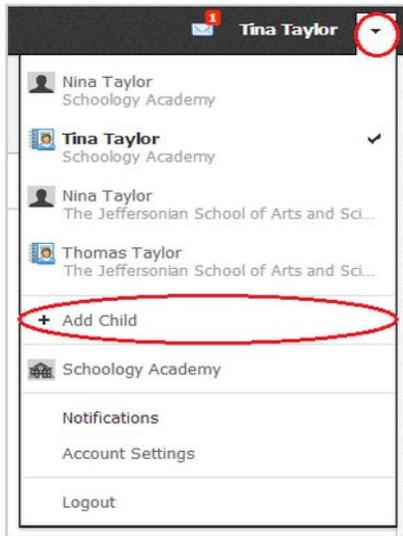
Follow these prompts:



- Click on the **Parent** button.
- Enter your **Parent Access Code** found in the Infinite Campus parent portal. (Capitalization doesn't matter, and no need to include the dashes).
- Fill out the form with your parent information. (The password needs to be at least 12 characters long.)
*The information you enter will be your username and password for all future logins.
- Click **Register** to complete.

A screenshot of the 'Sign up for Schoology' registration form. At the top, it says 'Sign up for Schoology' with a 'Back' link. Below this is a placeholder for an access code: 'xxxx-xxxx-xxxx'. The form contains several input fields: 'First Name', 'Last Name', 'Email or Username', 'Password', and 'Confirm Password'. There is a checkbox for 'Receive periodic Schoology updates' which is checked. At the bottom is a blue 'Register' button. To the right of the button, it says 'By clicking Register, you agree to our Privacy Policy & Terms'.

By using 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. 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 each child.



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

Click on the down arrow on the top right corner, then click on **Settings**, then **Notifications**.

Choose to turn on email notifications and receive alerts on a daily or weekly basis. You can also choose the time of delivery. It is recommended that alerts be set for after 4 p.m. 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 each child. If you are concerned about frequent emails, you may also turn off all notifications.

Step 4. Future Login.

Access Schoology using the username and password you created in Step 2.C. through the district portal www.plsas.org/families or through the **Schoology** app (Sign in with my account) for all future logins.

NOTES:

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