Schoology

Signing Up for Schoology

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. You can add additional children to your account using the Add Child button.

Log In

Email Login

1. Go to app.schoology.com
2. Click Log In on the top right.
3. Enter your Email Address and Password.
4. Click Log in.

Username Login

1. Go to app.schoology.com
2. Click **Log In** on the top right.
3. Enter your Username, Password, and the name of your school (As you type, a menu will open below that enables you to select your school).
4. Select your school.
5. Click **Log in**.

Here's a few important things you may need to know when using Schoology:

- Parents have to log in using Schoology.com rather than kanawha.Schoology.com
- Parents need to make sure they log in as themselves and not as the student.
- Once you're logged in, you'll see your name in the top right corner. If you click there, you'll see a drop down menu showing your child's name. If you have multiple children, you'll see all names listed.
- You need to click on the child's name to view courses. This is where you'll go to homeroom and see our updates.
- You can message us by clicking on the envelope to the right side of the page. This message will be from the parent, even

though they are viewing as the student. Some parents were worried it would show up as the student sending it. This is why it's super important to initially log in as yourself instead of as the student, though.

- When we message you back, it'll show up at the top of the page when you're clicked under their own name, not the student's name.