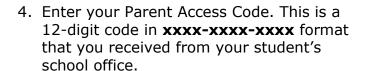**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

TECHNOLOGY SERVICES

SIGN UP FOR A PARENT ACCOUNT IN SCHOOLOGY

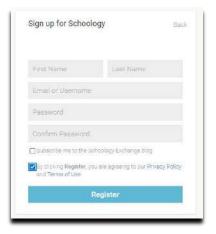1. **Contact your student's school office to obtain your Schoology Parent Code.**

2. Go to: app.schoology.com/register.php

3. Click **Parent**.

4. Enter your Parent Access Code. This is a 12-digit code in **xxxx-xxxx-xxxx** format that you received from your student's school office.

5. Fill out the form with your information. 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. Enter the **Child Code** for the child you're adding.

Contact the school for the additional students' Parent Access Codes as codes are unique to each student.

If you already have a parent account in Schoology for a child, you can add additional children that belong to the same district to your account:

1. Log in to your Schoology account (www.schoology.com) using your username or email address and password.

2. Click the arrow next to your name in the top-right corner.

3. Click the **Add Child** button.

4. Enter the Child Code for the child you're adding. This is the same as your Parent Access Code, the 12-digit code in a xxxx-xxxx-xxxx format that you received from one of your child's instructors.

5. If your code does not look like this code, contact your child's instructor or school.

6. Click **Use Code** to complete.

I have created my account and added my students. Now what?

1. Sign in to your Schoology Parent Account to view your students' courses at www.schoology.com.

2. Download the Schoology Mobile App to view on your phone. [Click here to view a useful video called "Tips for Parents Using the Schoology Mobile App"](#)