

# Syncing One Drive and Schoology

This gives Schoology access to the contents of your OneDrive and makes it easier to access things you create in Office 365 through Schoology.

*Note: This is a prerequisite step to utilizing the Schoology/OneDrive assignments option.*

1. Open Browser (Chrome, Explorer/Edge or Safari on the iPad)
2. Type *portal.office.com* (no www.)

**Staff:** Use your email and password to login to Office 365.

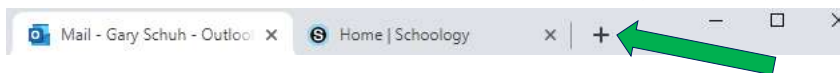
**Students:** Use the login formats below.

Student Username: type your **student email address** in this format:

[studentIDnumber@students.rsd7.net](mailto:studentIDnumber@students.rsd7.net) *Note: Don't forget the letter s on the end of students.*

Student Password: **mmddyyyy** (default format – if you've changed it, use the most current password you've set).

3. Open a second browser tab (keep the first one open) by pressing the + sign.



4. Type *reynolds.schoology.com* (no www.)

**Staff:** Use your computer user name and password to login to Schoology (just like you log into the computer – not your email address).

**Students:** Use the login formats below.

Username: type your **student ID number**

Password: birthdate **mmddyyyy**

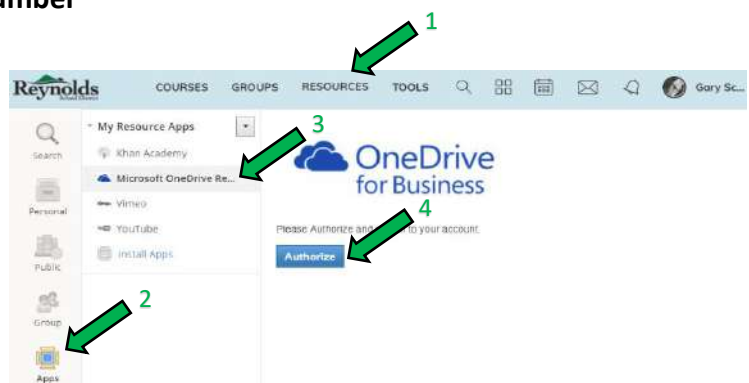
5. In Schoology:

Click Resources (1)

Click Apps (2)

Click Microsoft One Drive (3)

Click Authorize, Approve and Accept if needed (up to 3 affirmative responses) (4)



*Note: You may need to set your Time Zone in Office 365 (check for a red notification in the upper right corner). If so, set it to Pacific.*