

Schoolology for Parents: Create an Account



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PREPARING STUDENTS
FOR LIFE

Step 1: Gather Everything you Need:

1. You must have access to an Internet connection and browser.
 - a. Navigate to: <http://Schoolology.com> and click “Sign Up” at the top right and select “Parent”
2. You must have an email address.
3. You must have your **Schoolology Parent Access Code**.

You can find your **Schoolology Parent Access Code** in the letter sent to parents in September. You can find the Schoolology information in the box at the center of the letter, it looks like this:

If you did not receive or no longer have your letter, please call the CPS Family Technology Support Center or your student(s) school(s) to get your Access ID and Password.

CPS Family Technology Support Center: 513-363-0688

To create a new Schoolology account:

- Go to: <https://schoolology.com>
 - Click on the “Sign Up” button at the top, then “Parent.”
 - Enter the access code for your child.
Student Name: «First_Name» «Last_Name»
Your Access Code is:
«Schoolology_Parent_Access_Code»
- Complete the information requested using your name. Once your account is created, you can then add any additional students by clicking on the down arrow by your name at the top right. then “+ Add Child.”

ACCESS CODE



Step 2: Create Account

1. To sign up, enter the Access Code provided by CPS.
2. Click Continue.

Sign up for Schoology

[Back](#)

Enter the access code provided by your child's instructor

Continue



Step 3: Complete the form and click REGISTER

Sign up for Schoology Back

First Name Last Name

Email or Username

Password

Confirm Password

Subscribe me to the Schoology Exchange blog

By **Check the box!**
Policy and Terms of Use

Register

Provide PARENT information for this section. If you have additional students, you will add them in another step.

Remember to make note of the email and password you used for your Schoology account!



Step 4: Navigate through Schoology Notifications

STEP 1 OF 3
Welcome to Schoology!
The homepage is the first place you'll see in Schoology. It shows you the homepage for the school you are connected to your child's school. To go to the My Children page, click the icon in the top right-hand corner.
Learn more:
• [Schoology Home](#)
• [Parent Guide](#)
Top tip:
• Click the icon in the top right-hand corner to return to the homepage.
[Next](#)

STEP 2 OF 3
My Children
Use this area to navigate to your child's account and access their events and class activity.
Any of your children associated with your account are displayed here.
Depending on how your account is set up, you can add additional children to your account or link your additional parent accounts if you have children in different school districts.
Learn more:
• [Add Child](#)
• [Linking Parents](#)
[Next](#)

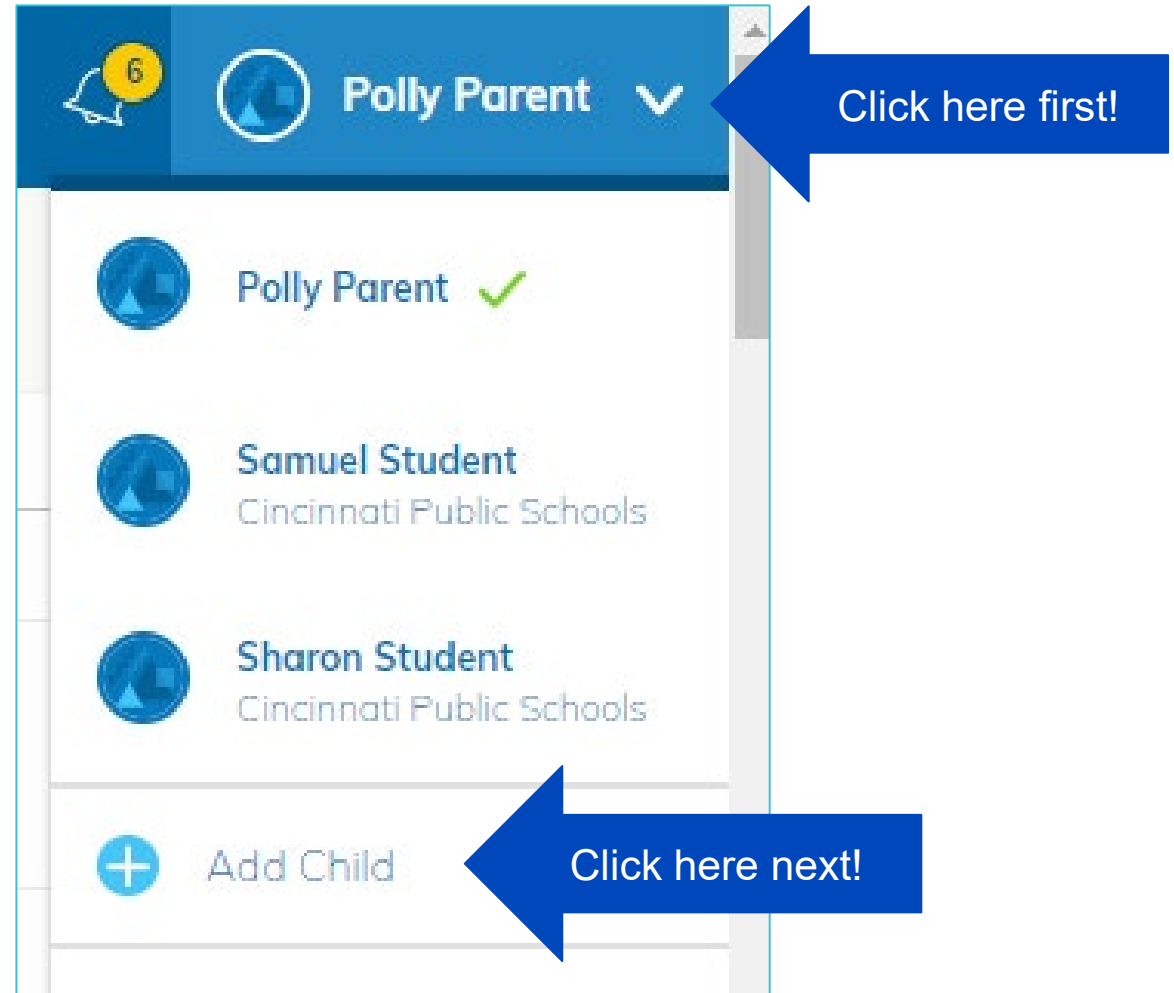
STEP 3 OF 3
Guide Center
Visit our Help Center directly within your account! Use this area to find out more about Schoology features and how they work.
Learn more:
• [Schoology Guide Center](#)
[Okay, got it!](#)

Make sure the **PARENT** name is reflected in the top right-hand corner. Click the drop-down to change to the parent name if it is not visible. If no PARENT name is available, contact the HelpDesk.



Step 5: Add other Students to your Account

1. Click the dropdown menu next to the parent name at the top right.
2. Click “Add Child”
3. Enter Parent Access Code for next student.
4. Repeat for all students in your household.

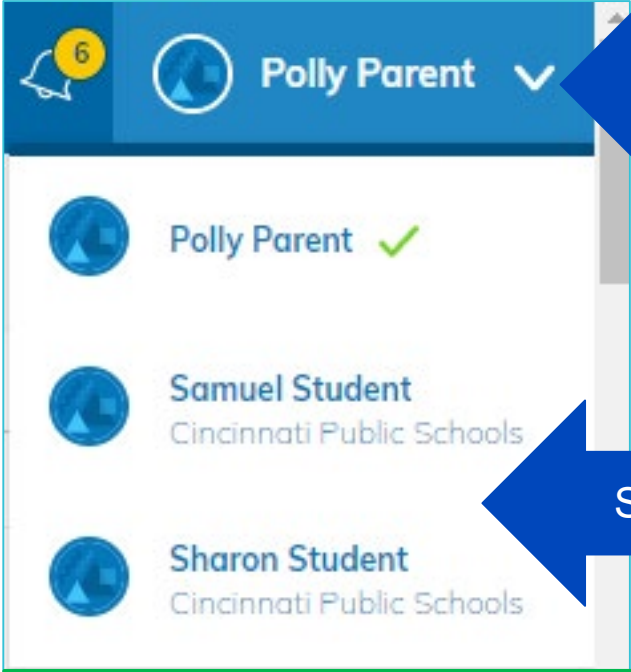


The screenshot shows the top navigation bar of the Polly Parent app. On the left, there is a notification bell icon with a yellow circle containing the number '6'. To its right is a blue bar containing a profile icon, the text 'Polly Parent', and a downward-pointing chevron. A blue arrow points to this chevron with the text 'Click here first!'. Below the navigation bar is a list of users, each with a profile icon, a name, and a school name. The first entry is 'Polly Parent' with a green checkmark. The second is 'Samuel Student' from 'Cincinnati Public Schools'. The third is 'Sharon Student' from 'Cincinnati Public Schools'. At the bottom of the list is a blue button with a white plus sign and the text 'Add Child'. A blue arrow points to this button with the text 'Click here next!'.



Step 6: Move Between Student Accounts

1. To review your student's account, click the dropdown menu next to the parent name at the top right.
2. Select the student you want to review. A **green** check mark will show next to the selected student.
3. Click on "Courses" at the top and select course to view. **Note:** You will not have access to all aspects of Schoology, especially discussions and interactions with other students. You also cannot turn in or complete assignments from a parent account.



The screenshot shows the top navigation bar of the Schoology interface. On the left, there is a notification bell icon with a yellow circle containing the number '6'. In the center, the user name 'Polly Parent' is displayed next to a blue circular profile icon and a downward-pointing chevron. To the right of the chevron is a blue arrow pointing left with the text 'Click here first!'. Below the navigation bar is a dropdown menu with three items, each with a blue circular profile icon: 'Polly Parent' with a green checkmark, 'Samuel Student' with 'Cincinnati Public Schools' below it, and 'Sharon Student' with 'Cincinnati Public Schools' below it. A blue arrow points left from the text 'Select Student' to the 'Samuel Student' option. At the bottom of the dropdown menu, there is a light blue box containing an eye icon and the text 'You are viewing as Samuel Student'.

Click here first!

Select Student

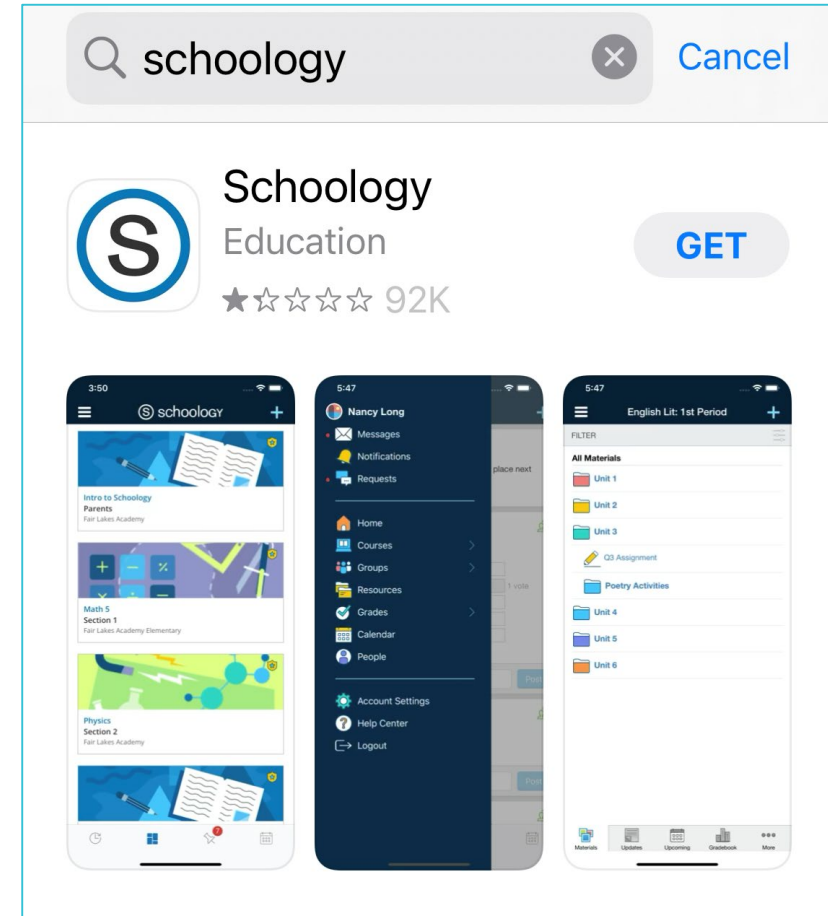
When viewing as a student, you will see this note across the top of your screen:

You are viewing as Samuel Student



Step 7: Finish Enrollment & Log In

1. Once you have completed enrollment and added your students, you can login with your username/email and password any time at [Schoology.com](https://www.schoology.com) or app.schoology.com
2. Add the Schoology Mobile app to your phone and login with the same credentials.





**Need further
assistance? Call the
CPS Family
Technology Support
Center:
513-363-0688**





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**Student-Centered
Decision Making**



**Health and
Safety**



**Community
Engagement
and Influence**



**Optimized
Capabilities**



Growth



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