How to Sign Up for Schoology

- Go to www.schoology.com.
- Click on “Sign Up” in upper right hand corner of the screen.
- Click on “Parent.”
- Enter the access code provided by Cincinnati Public Schools and then click “Continue.”
• Enter **your** name (not the student’s) and email address, then select a password and click on “Register.”

• This is your Schoology home page. From here, you can access your courses, groups, calendar, messages, and your student’s grades. You can also click on your child’s name to view more detailed information like your student’s courses and assignments.

• To add another child to your account, simply click on the down arrow in the upper right-hand corner of the screen. Then click on, “+ Add Child.”
• Enter the access code provided by Cincinnati Public Schools for your other child and then click “Use Code.”

• To view information specific to one child, or to switch between children, you can click on “All Children” at the top of the screen and then select the appropriate individual you want to view.