

PLSAS PARENT ACCESS to SCHOOLOGY

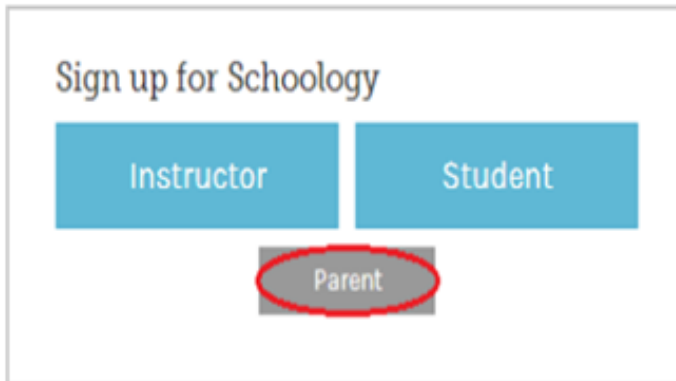
Initial Set-up. Steps 1 and 2 will only need to be done one time for initial access.

Step 1. Request Schoology Parent Access Code.

- A. Each child has a specific access code for parents to link to their account. You will need different code for each of your children enrolled in PLSAS. School secretaries have access to these codes.

STEP 2. CREATE A NEW PARENT SCHOOLOGY ACCOUNT

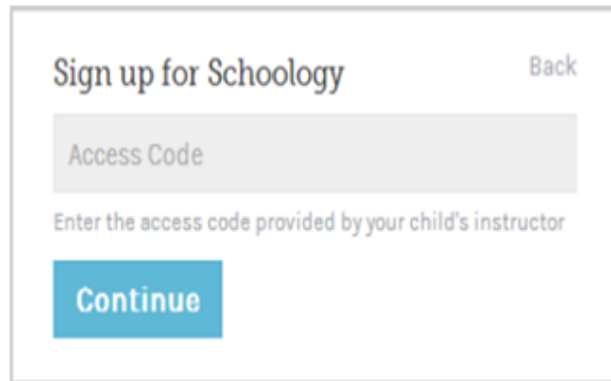
Go to www.schoology.com and click on the sign up button on the top menu.



Sign up for Schoology

Instructor Student

Parent



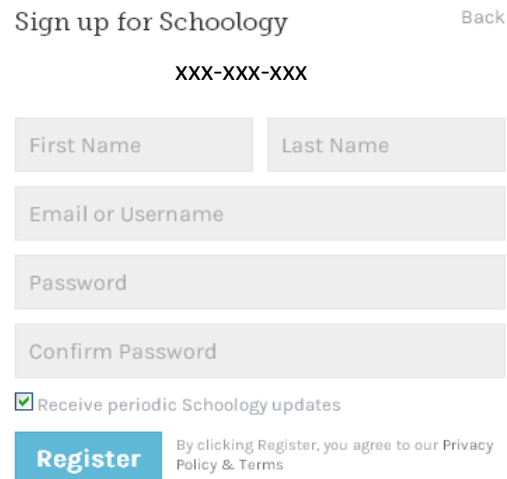
Sign up for Schoology Back

Access Code

Enter the access code provided by your child's instructor

Continue

- A. Click on the parent button.
- B. Enter your Parent Access Code that you received from your child's building secretary.
- C. Fill out the form with your parent information.
*The information you enter will be your username and password for all future logins.
- D. Click Register to complete.



Sign up for Schoology Back

xxx-xxx-xxx

First Name Last Name

Email or Username

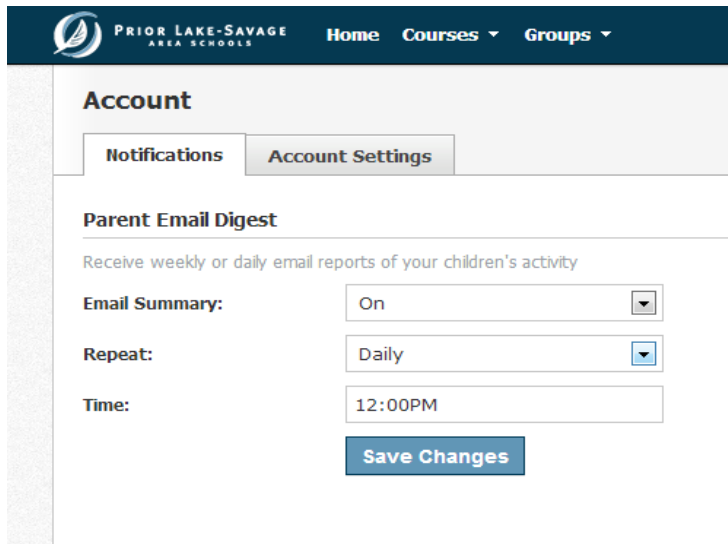
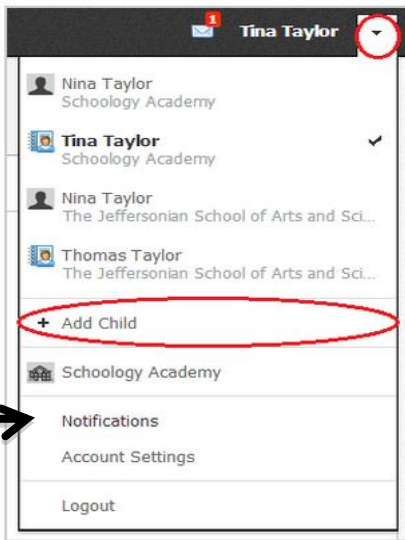
Password

Confirm Password

Receive periodic Schoology updates

Register By clicking Register, you agree to our Privacy Policy & Terms

When you use a Parent Access Code to create an account, you will automatically be associated to that student. To associate additional students to your account, click on the [Add Child](#) button in your Schoology Account Settings. You will access your account settings using the down arrow next to your name. Repeat this step for all additional children by entering each unique Parent Access Code assigned to each of your children



Step 3. Set your notifications to receive email alerts and summaries of child and teacher's activity within Schoology.

Click on your child(ren)'s name in the drop down menu (your children may appear on a single line together in this menu).

Return to the same drop down menu (arrow in the top right corner) and click on *Notifications*.

Choose to turn on email notifications and receive alerts on a daily or weekly basis. You can also choose the time of delivery. After 4pm is the recommended setting for alerts to ensure all teacher updates are received. Each email summary will include updates and assignments that occurred in the summary period as well as upcoming events for all of your children. If you are concerned about frequent emails, you may also turn off all notifications.

Step 4. Learn more about how you can engage in the education of your children through Schoology!

*After you have logged into Schoology, follow this link to the Schoology Parent Guide for more explicit directions on how to interact with Schoology!

<https://support.schoology.com/entries/23290258-Parent-Guide>

Step 5. Future Login.

Access Schoology using the username and password you created in Step 2.C. Parents will access Schoology from the website www.schoology.com for all future logins. A link to this site is posted on the parent portal of our district webpage <http://www.priorlake-savage.k12.mn.us/parents/index.aspx>

Support specific to Prior Lake-Savage Area Schools can be obtained by emailing ithelpdesk@plsas.org