# Schoology: How to Create a Parent Account (parents, coaches, grad-coaches, etc.)

If you DON'T already have a Schoology Parent Account, start here:

1. Get a student code from any one of your student's teachers. You only need one code to access all of your student's classes.

2. Go to www.schoology.com (NOT sps.schoology.com)

3. Click on Sign Up in the upper right corner and select Parent from the drop-down menu.

4. In the Popup, enter the 12-digit alphanumeric code, including dashes, and click continue.
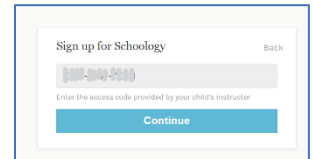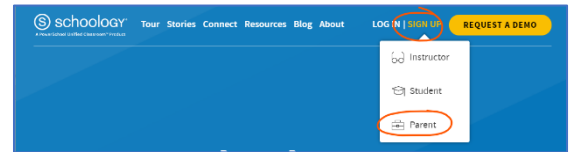
5. Complete the fields on the popup. If you're a staff member, DON'T use your SPS email. **If you don't want to use a personal email**, you can create a gmail account associated with your SPS email.

   - If you already have a gmail account that is linked with your SPS email, but you login to it using your SPS email, login to the account > click your picture in the upper right corner > click Manage your Google Account > select Personal Info on the left > click on Email under Contact Information and add an alternate email (it will give you an option to create an @gmail.com login for the account).

   - You can also use an account from any other provider – it doesn't have to be gmail, but it can't be your SPS account because that will already be associated with a Schoology educator account.

6. Once you register, you'll be logged in automatically. Click through the 3 welcome popups that will show you how to access the Schoology homepage for parents and the parent guide. Use the parent guide to learn how to navigate the parent platform to view student assignments, progress, communication, and grades.
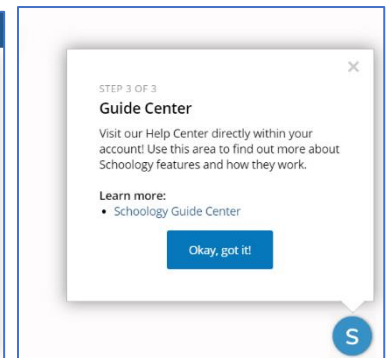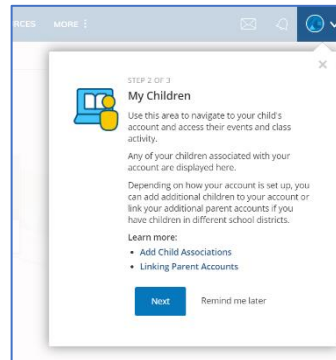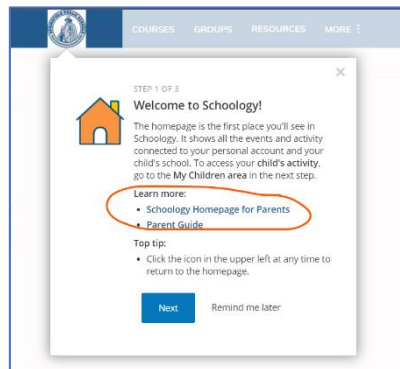
If you already have a Schoology Parent Account, start here:

7. To add additional students to monitor, click on your name in the upper right corner, then click Add Child.

8. In the popup, enter the 12-digit alphanumeric student code, and click Use Code.
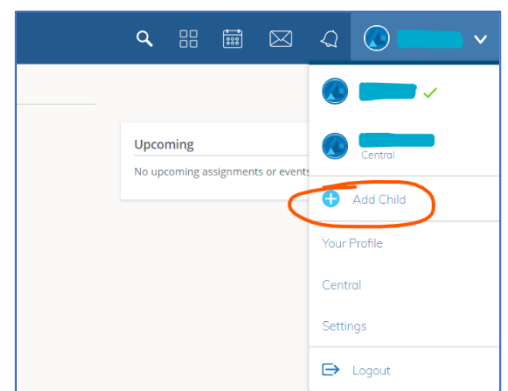
**Once you have created your account and added students:**

9. To view student accounts, click your name in the upper right corner, then select the student's name from the dropdown menu.
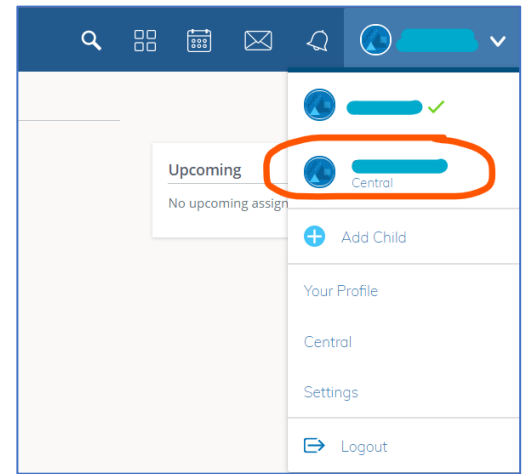
10. This will allow you to view the student's Schoology Account from their perspective. You can see their coursework, assignments, assignment submissions, grades, and communications (everything that they can see). While you are viewing a student account, there will be a blue bar across the top of the page displaying the student's name. To switch students, click the name in the upper right corner and selection another student from the dropdown menu.
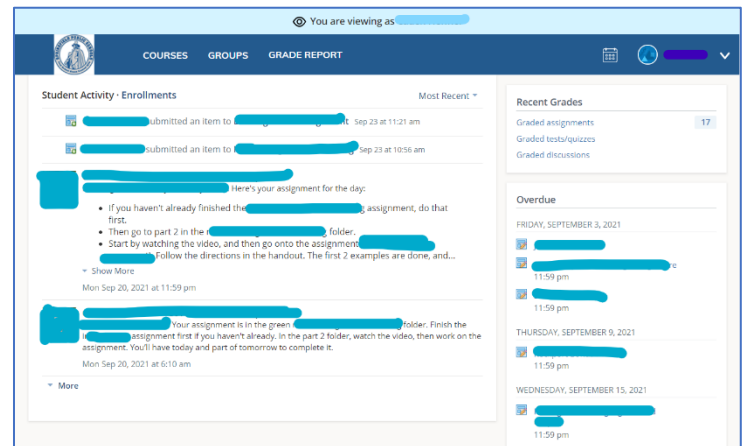
11. In a student's account, you can click Courses in the upper left corner to select an individual course. "Advisory" courses are the course pages for the student's principal and counselor. Additional advisories might belong to graduation coaches or adjustment counselors. These courses will not contain assignments, but may contain resources, important dates, and communications.
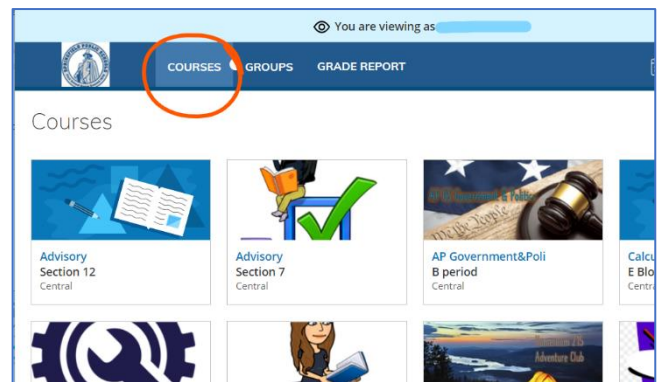
12. You can access the Parent Guide by clicking the blue Schoology icon in the lower right corner of any screen. Type Parent Guide into the search field, and then select the pop out icon to view the guide on a separate page.

13. In the guide, you can find instructions for navigating the platform, including:

   - Account Settings
   - Account Privacy
   - Linking Parent Accounts (between districts, or if you are a staff member using a parent account to view students, and have a personal parent account for your own children – you can link them so you don't need to login separately)

14. There are additional instructions that might be helpful to navigate the student pages on the Student Guide Page. You can access this guide from the Help Center as well.