

Adding Another Child to Parent Schoology Account

Using the Internet browser on your device, NOT the app:

1. Go to Schoology.com.
2. Click on the three horizontal lines in the upper-right hand corner.
3. At the bottom, click on “Log In.”
 - a. If you don’t see “Log In” as an option, turn your device so it is landscape.
4. Type in your email and password then click on the button “Log In.”
5. Along the top is a banner saying, “You are viewing as _ _” with your child’s name in place of the blanks.
6. In the upper right-hand corner, click on the downward caret.
7. Click on “+ Add Child.”
8. Asks for “Child Code.” You need to get the “Parent Access Code from your child’s teacher.”
 - a. Each child has their own unique “Parent Access Code.”
9. Type in the code.
 - a. It isn’t case sensitive or require the hyphens.
10. Click “Use Code.”
11. If you scroll all the way to the right again, you’ll be able to click on the downward caret and click on the child’s name that you just added/linked to your parent Schoology account.
 - a. You can also click on “All Children” to see and visit all of the courses that your children are members of in Schoology.

Using the Schoology app:

1. Open the Schoology app.
2. In the upper left-hand corner, click on the three horizontal lines.
3. Then click on “My Children.”
4. Scroll all the way to the right.
 - a. You’ll see the child’s name you’ve already linked to your parent Schoology account in the upper right-hand corner.
5. Click on the downward caret.
 - a. You’ll see your name listed first then your child you’ve linked to your account listed right below your name.
6. Click on “+ Add Child.”

7. Asks for “Child Code.” You need to get the “Parent Access Code from your child’s teacher.
 - a. Each child has their own unique “Parent Access Code.”
8. Type in the code.
 - a. It isn’t case sensitive or require the hyphens.
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 - a. You can also click on “All Children” to see and visit all of the courses that your children are members of in Schoology.