

## How to Sign Up for and Access Schoology (for Parents/Guardians)

Schoology is Seattle Public Schools' learning management system, where teachers can communicate with students by posting assignments and resources, send messages, and more.

Parents and guardians can create their own Schoology account, and view materials posted in their students' courses by using a Schoology Access Code. To obtain this code, you must be on record as the parent or guardian of a student enrolled in Seattle Public Schools (SPS). You must also have an email address on record with SPS.

**Note:** Students do not create Schoology accounts. They are already members by being enrolled in SPS.

### Step 1: Create a Source Account

*(Skip this step if you already have a Source Account.)*

The Source is an online portal for parents, guardians, and students where you can view student assessment scores, attendance, and secondary (grades 6-12) student grades.

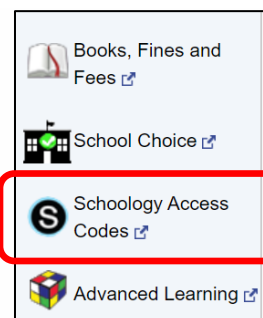
1. Visit <http://ps.seattleschools.org> and click the **Set Up** button.
2. Type your **email address** in the field provided. Click **Enter**.
3. Check your email for a message from [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org). If you don't see a message from SourceSupport:
  - Check your Spam or Trash folders
  - Contact your school(s) to provide your email address
4. Open the email and click the link.
5. Enter your email address in the **Username** field and create a **Password**. Your password must be 5 or more characters long.
6. Click **Enter**.

For more information about the Source, go to <https://www.seattleschools.org>, click **Student Family Portal** icon, select **All About the Source** on left navigation pane.

### Step 2: Register for Schoology.

**Find your student's Schoology Access Codes.**

1. Log in to your Source account at <http://ps.seattleschools.org>
2. Click the **Schoology Access Codes** menu item on the left.

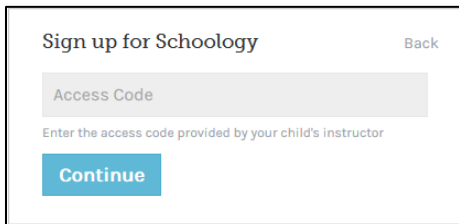


## Family Access to Schoology

3. Copy and paste or write down your **Schoology access code**. If you have more than one student, you will enter the remaining access codes later using the **+ Add Child** feature.
4. Click the **Sign up for Schoology LMS** button.

Sign up for Schoology LMS

5. Enter the **Access Code** and click **Continue**.



6. Fill out the form with **YOUR** name, valid email address, and create a password.
7. Click **Register**. If you only have one student, you have completed your registration!

### To Add More Students to Your Schoology Account:

1. Log in to your Schoology account.
2. Click the down-facing arrow on the top right and click the **+ Add Child** link.



3. Enter the **Access Code** from the Source and click the **Use Code** button.
4. Repeat these steps if you have more children enrolled in SPS.

