

October, 2020

## Parent Login Information

Schoology Source: [Click Here](#)

### How do I add additional children to my account?

(Students within the Arch. Of Philadelphia High Schools)

If you already have a parent account in Schoology for a child, you can add additional children that belong to the *same* district to your account:

1. Log in to your Schoology account using your username or email address and password.
2. Click the arrow next to your name in the top-right corner.
3. Click the **Add Child** button.
4. Enter the **Child Code** for the child you're adding. This is the same as your **Parent Access Code**, the 12-digit code in a **xxxx-xxxx-xxxx** format that you received from one of your child's instructors.
5. If your code does not look like this code, contact your child's instructor or school.
6. Click **Use Code** to complete.

### How do I add another child to my account that belongs to a different school district?

If your children attend different schools that are not in the same district (or are not part of the same Schoology Enterprise account), you will see the following error message when you attempt to use the **Add Child** option to associate your parent account with their student account:

We've noticed that your child belongs to another school. To complete the process, you must register for a new Schoology parent account within your child's school using the form below. x

Parents must have an account at each of their children's schools if they are not part of the same district. For example, if you have one child at a high school in one district, and another child at a middle school in a different district, you must have accounts at both districts.

Parents can complete the association process by registering for a new Schoology parent account within the child's school. After you complete this step, you can [link](#) your current parent account to your new account.

#### **To register for a new account:**

1. When you try to add a child that attends a school in another district, a form displays to register for a new account. The **Child Code** and your information should already be populated on this form.
2. Enter the email address or username you'd like associated with your new account.

**Note:** Email addresses must be unique across Schoology accounts. If you do not have a secondary email address, register with a username instead.

3. Enter a password for your new account. Make sure you keep your password in a safe and secure place that you can retrieve if you forget it.

4. Click **Register** to complete.

Once you complete the registration, you're taken automatically to your new account. This new account is also automatically associated with your child. Since you now have two Schoology accounts, one for each child, you should [link](#) your accounts to access both children from the same login.

When your parent accounts are linked, you can select a primary email address from your **Account Settings** to receive all the Schoology notifications to one email account. Learn more about linking parent accounts and setting a primary email address here: [Linking Parent Accounts Across Different Organizations](#)

### **How Do I Link Accounts? (Parents)**

*Schoology Source:* [Click Here](#)

To link multiple Schoology accounts:

1. Click the arrow in the upper-right corner of the Parent account you want to keep as your primary account (you will be using this account to log in to Schoology).
2. Click **Settings**.
3. Scroll near the bottom of the **Account Settings** page and click **Link Accounts**.
4. Enter the Email or Username of the parent account at the other organization.
5. Enter the password for the other parent account.
6. Click **Link Account** to complete.