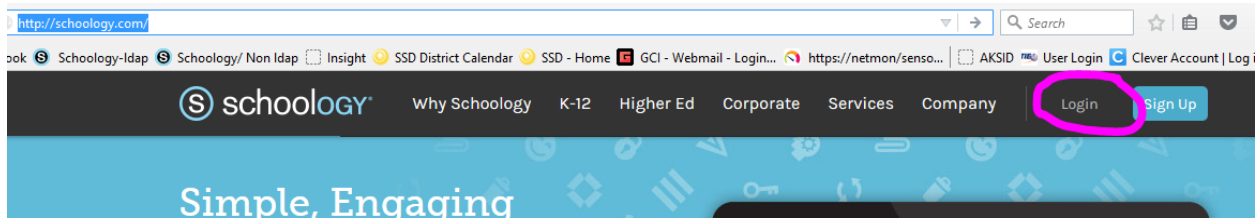


PARENT/GUARDIAN ACCESS TO SCHOOLGY

Website: <http://schoolgy.com>

Logging In



Select **Login**.

Enter the Username and Password you received.

Type in Sitka's zip code: 99835

Sign in to Schoolgy

Username P#####

Password ●●●●●●

Zip Code School or Postal Code

Remember my School

Log in [Forgot your password](#)
[SSO Login](#)

Use the dropdown to choose your student's school.

Sign in to Schoolgy

P#####

●●●●●●

99835

- Sitka School District** 263213968 Sitka, AK 99835-7304
- Pacific High School** 263213968 Sitka, AK 99835
- Mt. Edgecumbe High School** 226862450 Sitka, AK 99835-9438
- REACH Correspondence School** 263213968 Sitka, AK 99835
- Keet Gooshi Heen Elementary School** 263213968 Sitka, AK 99835
- Blatchley Middle School** 263213968

PERSONAL ACCOUNT SETTINGS

Your Account Settings allow you to set different preferences for your personal interface and how your account relates to other users. To get to Account Settings, select the Arrow to the right of your name in the top right corner of the page. Account Settings allows you to:

Account Info

Change your password

Depending on the way you [log in](#), your login information will display either your Email or your School and Username information.

You can create a new password by following these steps:

1. Select the arrow in the top right of the page next to your name.
2. Click Account Settings in the dropdown.
3. Click the Change Your Password link at the top of Account Settings.
4. Type in your Current Password.
5. Type in your New Password and confirm it (must be different than the Current one).
6. Click Submit to complete.

Note: We recommend that you keep your password in a safe place and that you never divulge your account information to anyone. This precaution is especially important for users who sign in using a username, because they will not be able to retrieve a forgotten password via email.

Customize Your Display Name

You can change your Preferred First Name Select the arrow on the top right of the page next to your name. The following is a list of what display names you can customize:

Primary and Secondary Email Addresses

Primary Email—This field lists the email address under which you are registered in Schoology. All designated [Notifications](#) will be sent to this email address. You may also login to Schoology using this email address.

Filling in the primary address also allows you to retrieve login/password information without having to contact the school.

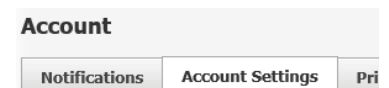
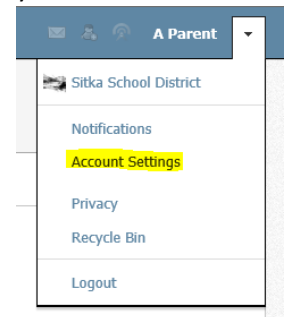
Alternate Email—This field lists an optional, secondary email address. Notifications will also be sent to this email address.

Note: If you notice that you are not receiving email alerts when you would expect them, you may have an issue with your primary email that requires your attention.

To confirm if you are experiencing this issue:

1. Click the Check Status link to the right of the Primary Email field.
2. If there is an issue, you will receive an error message describing the issue.
3. Click Clear to reset the email address.

If you continue to experience issues with receiving notifications for the address after resetting it, talk to the administrator of your Schoology account or contact help@schoology.com.



Account Info

[Change your password](#)

Account Info

[Change your password](#)

First Name: A

Preferred First Name:

Middle Name:

Last Name: Parent

Username: ** parenta

Primary Email: **

parent@gmail.com

Alternate Email:

Timezone:

America/Sitka - 11:49 am (GMT-8)

By clicking Save Changes, you agree to our [Privacy Policy](#) & [Terms of Use](#)

Save Changes

Timezone

If your Schoology account is not currently set to the correct Timezone, you can correct it by scrolling through the dropdown menu.

Once you have adjusted the settings, don't forget to click **Save Changes** to complete.

Set Your Default Account

With a parent account, you can toggle between your Schoology account and a view of your child's Schoology account by clicking on the downfacing arrow at the top right of Schoology.

In the Set Your Default Account area, you may choose to see your Main Activity (your account) or your Child's Activity each time you log into Schoology.

Please note that despite the setting you save in this area, you may always use the toggle in the top corner to access the other account.

Personal Account (Parent): Notifications

Email Schoology sends you email notifications for Social, Academic, Group, and School activity that occurs in your account. These notifications pertain to the school, courses, and groups in which you participate. To view information related to student activity, please navigate to the My Children area.

To access your personal account notifications, click on the downfacing arrow in the upper right corner of your Schoology page, and select the Notifications option.

You can select which notifications you would like to receive from courses and groups in which you're enrolled. To customize your notifications, follow these directions:

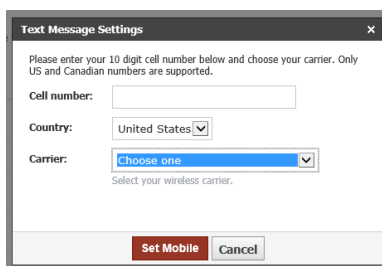
1. Select the arrow next to your name on the top right side of the page.
2. Click **Notifications** from the dropdown menu.
3. Select the button next to the notifications you want to change.
4. Choose **On** (receive from all sources), **Off** (no notifications), or **Custom** (pick and choose the sources).
5. Click **Save Changes** at the bottom.

These can always be changed as you discover what works best for you.

Mobile Message

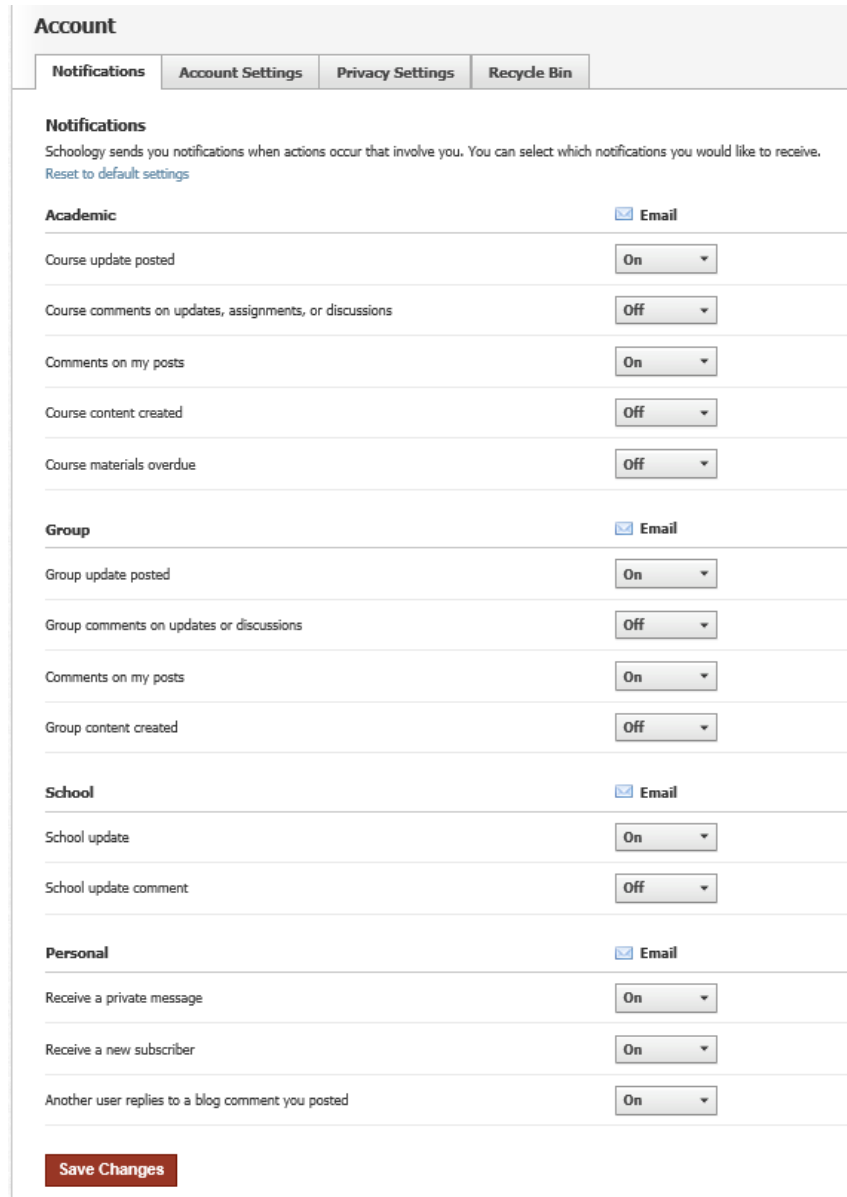
Text message or Push notifications are also available for certain actions. You can link your mobile phone to your Schoology account by following these directions:

1. Select the arrow next to your name in the top right corner and click Notifications.
2. Select the **Send Notifications to Your Phone via Text Message** box to the right.
3. Enter your Cell Phone Number (your number remains hidden from other members).
4. Choose your Country.
5. Select your wireless Carrier.
6. Click Set Mobile

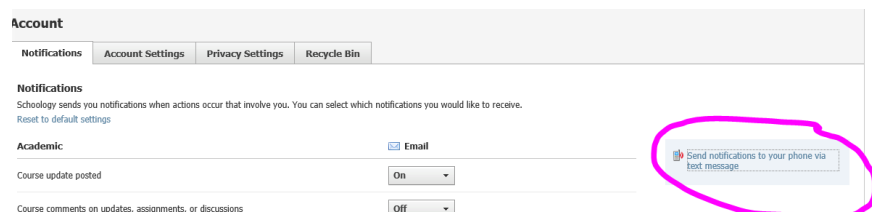


The dialog box is titled "Text Message Settings" and contains the following fields and options:

- Cell number: [Text input field]
- Country: [Dropdown menu showing "United States"]
- Carrier: [Dropdown menu showing "Choose one"]
- Buttons: "Set Mobile" and "Cancel"



The screenshot shows the "Account" page with the "Notifications" tab selected. The page is organized into sections: Academic, Group, School, and Personal. Each section has a "Send notifications to your phone via text message" checkbox, which is currently unchecked. The "Academic" section includes notifications for course updates, comments, and materials. The "Group" section includes notifications for group updates and content. The "School" section includes notifications for school updates. The "Personal" section includes notifications for private messages and replies. A "Save Changes" button is located at the bottom of the page.



This close-up shows the "Send notifications to your phone via text message" checkbox, which is currently unchecked. A pink circle highlights the checkbox and its label.

You will then see the Mobile Option appear on your Notifications Screen.

1. Select the button next to the notifications you want to change.
2. Choose **On** (receive from all sources), **Off** (no notifications), or **Custom** (pick and choose the sources).
3. Click **Save Changes** at the bottom.

	Email	Mobile
Academic		
Course update posted	On	On
Course comments on updates, assignments, or discussions	Off	Off
Comments on my posts	On	On
Course content created	Off	Off
Course materials overdue	Off	Off
Group		
Group update posted	On	On
Group comments on updates or discussions	Off	Off
Comments on my posts	On	On
Group content created	Off	Off
School		
School update	On	On
School update comment	Off	Off
Personal		
Receive a private message	On	On
Receive a new subscriber	On	
Another user replies to a blog comment you posted	On	

Save Changes

If your Notifications area does not display these options, it's possible that you may be accessing Notifications while viewing a child's account. To view these notification options, please make sure your account is set to your personal account.

This is your account

This is your child's account activity

If you have multiple accounts for children in different schools, you'll see linked accounts here

This is the school associated with your account

This check mark indicates the account you're viewing