

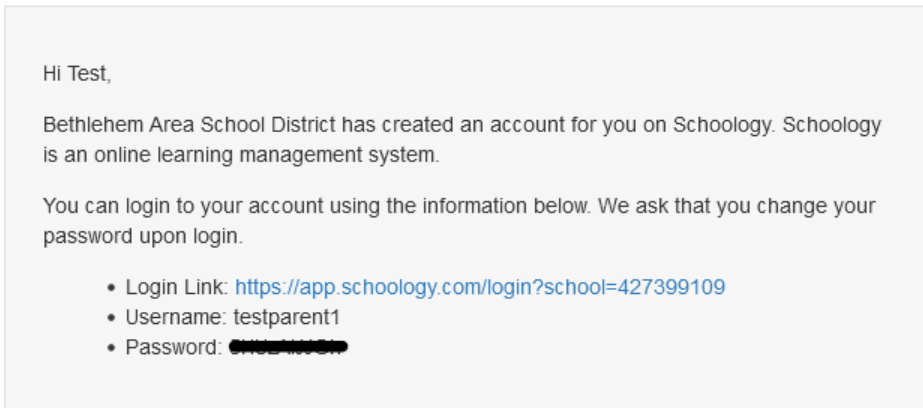
New Parent/Guardian Schoology Account



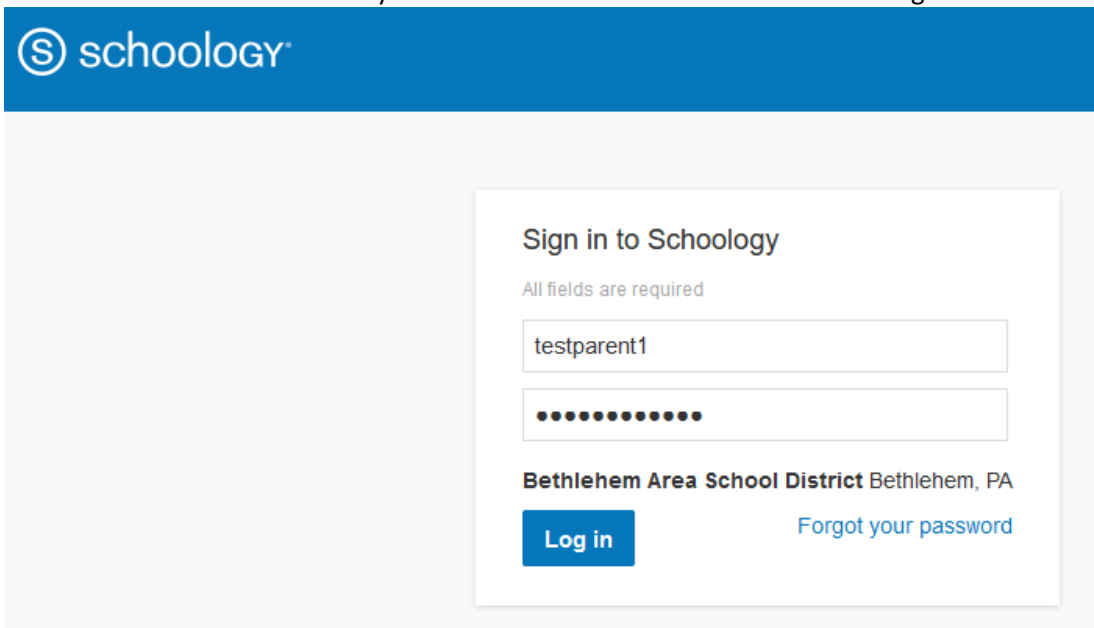
Schoology is Bethlehem Area School District's Learning Management System. Parents/guardians have the ability to log in and see their student(s) Assignments, Course Work, Grades, and receive email messages from the teachers. These instructions will review the procedure for parents/guardians who are new to Schoology. You will need to have a valid email in order to receive your new Schoology username and password. If there is no email on file, please contact the school of your oldest child and request that it be added to your contact record. It will take until the next day to transfer to Schoology.

Logging In

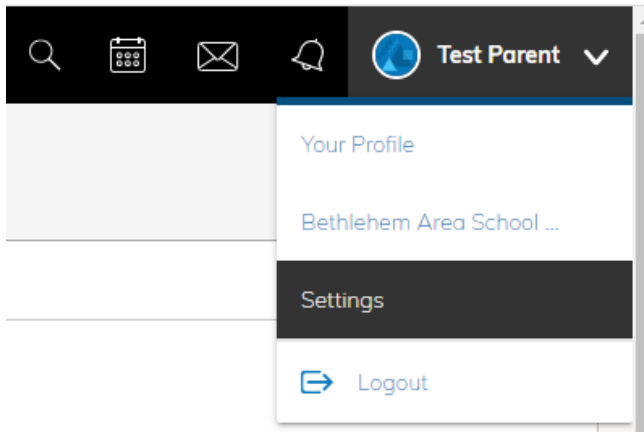
1. Once a student is registered in a BASD secondary building and there is a valid email address on file, an email from Schoology (no-reply@schoology.com) will be sent that includes the username and password as well as a link to log in:



2. Click on the Login Link from the email and it will take you to the Schoology site where you enter your Username and Password exactly as it is shown in the email and select the Log in button:



- Once logged in, we recommend changing the password. This can be done by selecting the name in the upper right corner of Schoology and then selecting Settings:



- Under Settings, there will be an Account Password area and a link to Change your password. Click on the link to Change your password:

Account Password

Password: [Change your password](#)

- You will get a pop-up that contains the Login Information and there will be two fields under Change your password to enter the new password. Schoology will check the password strength and also verify the passwords match. Once both passwords match, select the Submit button and you will then be able to log in with the username and new password moving forward.

A screenshot of a "Change Password" pop-up window. The window has a title bar with "Change Password" and a close button. It is divided into two sections. The first section, "Your Login Info", displays: School: Bethlehem Area School District (427399109), Username: testparent, and Email: [redacted]@gmail.com. The second section, "Change your password", contains two input fields: "New password:" and "Confirm password:", both filled with dots. To the right of the "New password:" field, it says "Password strength: High" in green. To the right of the "Confirm password:" field, it says "Passwords match: Yes" in green. Below these fields is a note: "Changing your password will log you out of Schoology on all other devices and browsers." At the bottom of the window are two buttons: a red "Submit" button and a grey "Cancel" button.