



Adding Your Child to Your Schoology Account

St. Joseph Catholic School · Parent Technology Instructions

USE THIS GUIDE IF: you already have a Schoology parent account.

Please do not create a second account. One parent account covers all of your children - add the new child to the account you already have.

Your Parent Access Code

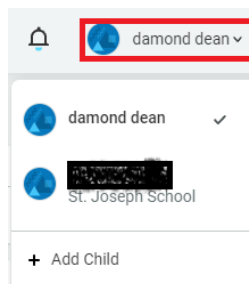
St. Joseph emails you a Parent Access Code for each child. Schoology sometimes calls it a **Child Code** - it is the same code. Each child has their own, and you use it only once.

Lost it? Get it instantly at sjhelpdesk.sjschoolva.org/schoology

Add your child

1. Sign in at arlingtondiocese.schoology.com
2. Click the **arrow next to your name** in the top-right corner.
3. Click **+ Add Child**.
4. Enter the **Parent Access Code** and click **Use Code**.

Add Child is only on the website - it is not in the Schoology mobile app.



The menu under your name - Add Child, and where you switch children

Forgotten your Schoology password?

On the sign-in page click **Forgot your password**, or go straight to arlingtondiocese.schoology.com/login/forgot. Schoology emails you a reset link.

Your Parent Access Code is not a password and will not sign you in. Parent passwords are chosen by you, so the school cannot reset one for you.



ST. JOSEPH

CATHOLIC SCHOOL

Building Wisdom and Faith Through Service to God

Choosing which child you are viewing

When you sign in you are looking at **your own** account, which looks empty. Click the arrow next to your name in the top-right corner and pick a child from the list. The classes, assignments and grades all live under the child, not under you.

Need help?

Visit sjhelpdesk.sjschoolva.org for student login information, password recovery and every parent setup guide.

Still stuck? Submit an IT ticket on the portal, or email SJhelpdesk@sjschoolva.org.