



Schoolology Instructions for Elida Students

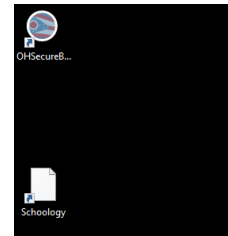
Elida Local Schools has chosen Schoolology to be its Learning Management System. In order to have an easier user experience, your accounts have been set up to function as an extension of your network username and password. The following are instructions for logging onto Schoolology.

Instructions for Logging into Schoolology while at school

1. On the desktop of each computer is a shortcut link to log into Schoolology



or through a link on the Elida High School web page



Quick Links



2. This takes you to the log in screen for you to enter your username & password.

Username:

Password:

Login

3. Your Username is the same as it is to log into the school network.

Student: John Smith	Graduation Year: 2107
07smitj	
Graduation Year, First 4 Letters of Last Name, First Letter of First Name	

4. Your Password will be the same that you use to access the school network. When you log into the network for the first time you are prompted to reset your password from the default "elidastrong". Use your network password to access Schoolology. **REMEMBER YOUR PASSWORD**, as it is now your way to log into multiple school technology accounts. Do not share your password as it can be used to access your Schoolology account and your courses.

Note: Student's and Staff, in order reset a student account password a helpdesk request must be made by a staff member. When making this request, the staff member must include the full name of the student along with their grade level. The technology department will reset the account back to "elidastrong" as quickly as possible. This is not guaranteed to happen within the same class period as the request was made, but will be done before the start of class the next school day.

Instructions for Logging into Schoology using an App or through Schoology.com off the School's network.

Before you can access your account through an App or from Schoology.com, you must first change your account password to match your school login information. This is done by logging into your account while at school and changing your password. The following are the steps you must follow once logged into your account at school.

1. After logging into Schoology at school, access your account settings by clicking on your name in the upper right hand corner of the screen.
2. Scroll down and click "Change your password"
3. Change your password to match the password you use to log into the school network.
4. Save all changes made to your account.

Once this is completed you should be able to access your account off the school network through other computers and electronic devices using your network password. The username you will need to input on these devices needs additional information. It is your username with **@live.elida.k12.oh.us** added to the end of it.

For Example: Network Username: 00smitj

Off Network Username: 00smitj@live.elida.k12.oh.us