

## Adding Children to your Teacher/Admin Schoology Account

*For staff members who already have a Schoology account (primarily teachers) the process of adding a child to your account is different. Please check with the data entry clerk at your school to get your child's access code and follow the directions below!*

If you who would like to keep your parent and staff accounts separate you can follow the directions sent to other parents.

Please create your Schoology parent account as soon as possible (using one of these two methods) so that you can help answer questions from parents about how to sign up for and use Schoology. If you have questions about Schoology or how to set up your parent account, please see the Schoology trainer at your school.

### **Directions:**

First, You will need to copy this code:  
*/enrollment/code/paccadd*

**Once you are logged into your Schoology teacher account**, you can paste this string on the end of the URL (ex: schoology.pickens.k12.sc.us/enrollment/code/paccadd) and you will be prompted to enter the access code and then you should click "Use Code." If you have more than one child, you just enter the other access code and click Use Code again.

### **Add Child**

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Child Code: \*

Use Code

Cancel