

# **Instructions FOR PARENTS to Access Schoology**

PASSport Website – <http://passportapp.lausd.net/parentaccess/>

- Go to the PASSport link above and SIGN UP for an account.
- On the PASSport page, click ADD STUDENT
  - You need your students LAUSD ID number
  - DOB
  - First and Last Name
- Click ADD STUDENT on the next page
- Click ADD STUDENT at the bottom
- On the previous page the student name will appear in the CHOOSE STUDENT box
- Click on YOUR STUDENT'S NAME
- Click on the ARROW POINTING RIGHT on move the student to the selected students box
- Click SAVE
- Return to the main PASSport page
- Student is listed under MY STUDENTS
- Click on STUDENT NAME
- Click on GRADES and ASSIGNMENTS on the next page
- Click on a course name to have Schoology open in a new window (this will have an orange bar across the top of the screen)

**\*\*All courses including Homeroom/Advisory will have a clickable link regardless of whether or not the teacher has loaded any information onto the page\*\***