

# Office 365/Schoology Access

R1 students **NEVER** need to “sign in” to Schoology. The app has been disabled by IT. Below are the correct procedures to access Schoology:

## All students should FIRST login into Office 365.

- Using Google or Microsoft Edge, type in **Office 365 login** in the URL.



- Click on **Office 365 login**

https://www.office.com

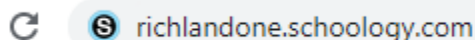
### Office 365 Login | Microsoft Office

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Save documents, workbooks, and presentations online, ...

- Click on **Sign In**. Use your student email and password that you use to login to your laptop. Student emails are [abc.xyz1234@R1student.org](mailto:abc.xyz1234@R1student.org).
- After logging into Office 365 you are now prepared to access Schoology.

## Schoology Access

- Open another tab.
- In the URL type [richlandone.schoology.com](https://richlandone.schoology.com). Press enter.

A screenshot of a browser address bar. The address bar is highlighted with a grey border and contains the text "richlandone.schoology.com". To the left of the address bar is a refresh icon, and to the right is a lock icon.

- You will automatically enter **Schoology**.
  - **The spelling must be correct and you MUST add .com at the end. Failure to do this will take you to an incorrect page.**
  - Click on **Courses** to see each of your classes.
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- **If you are a brand new student and receive an error message you should call the IT Help Desk at 803-231-7436 so that they can unblock you.**