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.

![google_office_365_login](image)

- Click on Office 365 login
  https://www.office.com

  Office 365 Login | Microsoft Office
  Collaborate for free with online versions of Microsoft Word, PowerPoint, etc.
  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.
- After logging into Office 365 you are now prepared to access Schoology.

Schoology Access

- Open another tab.
- In the URL type richlandone.schoology.com. Press enter.

![schoology_url](image)

- 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.

- 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.