

Schoology Access for Students

1. Using Google Chrome, Microsoft Edge, or Front Motion Firefox, search for **Office 365**.
2. Click on **Office 365 Login**.
3. Click on **Sign In**.
4. Use your student email address. Example: abc.xyx1234@r1student.org.
5. Use the same password used to log into your laptop.
6. **Save** your username and password when the dialog box appears.
7. Click **Yes** when asked if you want to stay logged in.
8. On the **Welcome Page** you'll see a toolbar to the left. Here you can access Word, PowerPoint, Excel, Outlook (your email), and OneDrive.
9. Open another page and type **richlandone.schoology.com** in the URL.
10. Press **Enter**.
11. You will automatically enter into Schoology.

Richland One students/employees should never have to login into Schoology. If you get an error message that states your email address is not associated with Richland One, send an email to kim.ford@richlandone.org with your first name, last name, middle initial and **grade as listed in PowerSchool** so that IT knows exactly which individual they need to unblock.