

## Logging into Schoology: Student Edition

*In order for our students to log into Schoology, they must have had previously logged into, and set up, their Office 365 accounts. Here are the steps for students to get into Schoology:*

### **If a student has never set up Office 365:**

(If students already previously set up Office 365 accounts, they can skip steps 1-4)

1. Log into <http://portal.office.com>
2. Enter their EPISD Email and Password (YYYYMMDD) as prompted ( eg: [bmanilo@episd.org](mailto:bmanilo@episd.org) and 19430714)  
*New students may have to use (EPISD#000000) replace zeros with student EPISD ID# for the password*
3. Once in Office 365, click FIRST on OneDrive. This sets up their Office 365 accounts and takes a minute or two.  
Failure to click on OneDrive will result in an error message later.
4. Once they have an Office 365 account, they are good to log into Schoology.

**Please note: Failure to set up an Office 365 account will prevent students from logging into Schoology.** Logging into Schoology:

5. Log into <https://episd.schoology.com>
6. Enter EPISD email credentials: email and password (YYYYMMDD) (eg: [bmanilo@episd.org](mailto:bmanilo@episd.org) and 19430714) *New students may have to use (EPISD#000000) replace zeros with student EPISD ID# for the password*
7. Students should now be in the Schoology environment.

If a student cannot log into the Schoology environment, please make sure that he/she has set up their Office 365 accounts properly and has entered their username and passwords correctly.

If students are still having issues, please visit the EPISD Schoology Help Page: <https://www.episd.org/schoology> for more assistance.