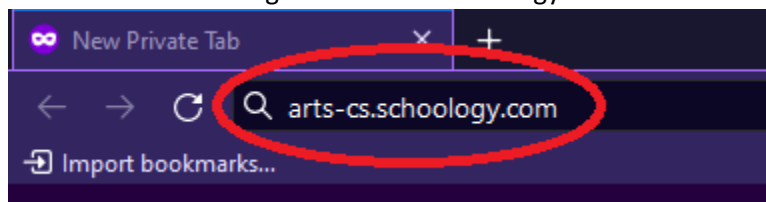
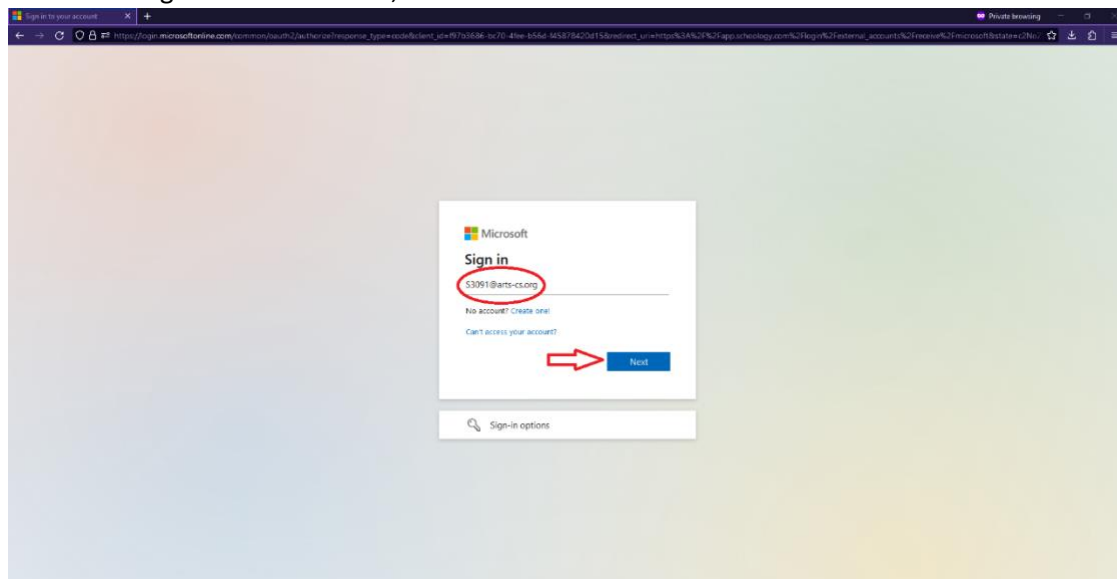


Instructions for logging into Schoology - Arts Academy Charter Middle School


1. Open a web browser and navigate to arts-cs.schoology.com.



2. You will then be directed to a Microsoft login page.
 - a. In the "Email" field, enter your student's email address.
 - i. The convention for student email addresses is the letter "S" followed by their 4 digit student ID number @arts-cs.org.
 - ii. Example for student with ID number 3091:
 1. S3091@arts-cs.org
 - b. After entering the email address, click the "Next" button.



3. At the next page, you will be prompted for a password. Passwords were assigned at the beginning of the school year by home room teachers. They should consist of 8 random letters/numbers. Type your student's password in the password field, then click "Sign In."
 - a. NOTE: For account lockouts or password issues, contact the main office (mainoffice@arts-cs.org).




← s3091@arts-cs.org

Enter password

.....

[Forgot my password](#)

 [Sign in](#)

- b.
- At the next screen, choose whether you would like to stay signed in or not.



s3091@arts-cs.org

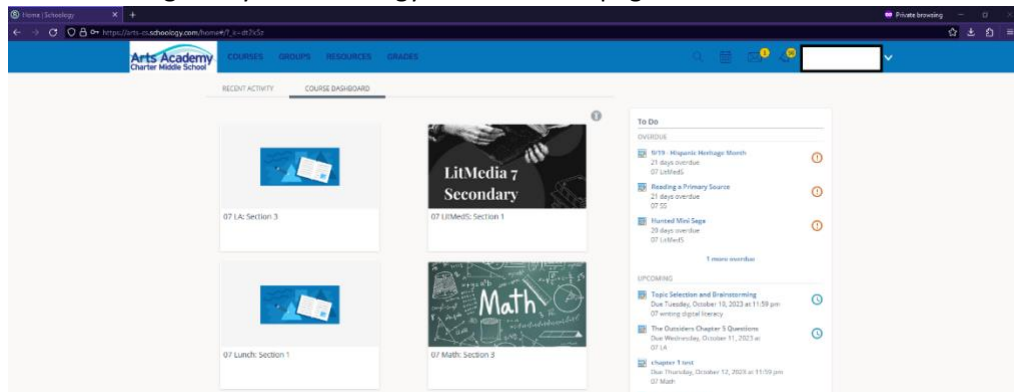
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

[No](#) [Yes](#)

- a.
- You will then be brought to your Schoology account homepage.

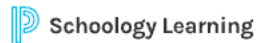


Troubleshooting Common Problems

The following section details the most common issues that prevent users from logging in. If users call/email and report difficulty logging into Schoology, please follow these steps to ensure they're following the correct procedure.

1. Verify the URL

- a. It's crucial that users are navigating to www.arts-cs.schoology.com – Make sure this is the URL you are using!
- b. The generic schoolology.com login page will not work with AACMS accounts. It's common for users to land on this page, since if you google just "Schoolology" that's where you will end up.
- c. If you're unsure whether they're on the right page or not, check which kind of login screen you see:
 - i. Correct URL should show a Microsoft login page
 - ii. If you are at the incorrect URL, you will see the login page below. If what you're seeing looks like the below, please navigate to the correct URL: arts-cs.schoology.com

A screenshot of the Schoolology login page. At the top, it says "Sign in to Schoolology" with a subtext "All fields are required". Below this are two input fields: "Email or Username" and "Password". A blue "Log in" button is positioned below the "Email or Username" field. To the right of the "Log in" button are two links: "Forgot your password" and "SSO Login". Below the login fields, there is a horizontal line with the word "or" in the center. Underneath the line is a QR code on the left and a blue button labeled "Scan QR Code" on the right.

iii.

2. Verify Credentials

- a. Once you've ensured you're at the correct URL, the next step if you're still having difficulty is to verify that the username/password is correct.
- b. Contact the main office (Mainoffice@arts-cs.org) to get retrieve your student's username/password.