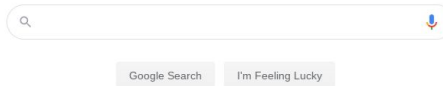
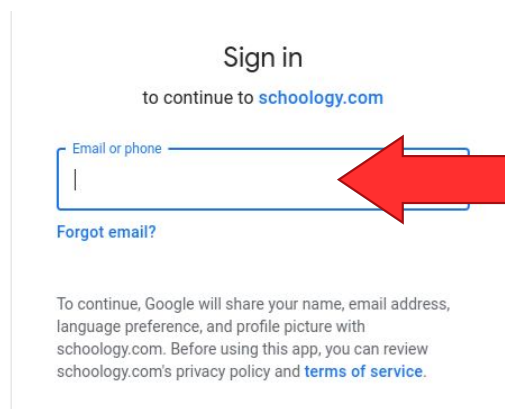


Step 1 - Students will open a Google Chrome browser and write **acpsmd.schoology.com** in the url window and click enter on their keyboard. See image below:



Step 2 - The login window will appear, and students will need to insert their username and click enter. Student usernames are the student's **lastname.firstname@acpsmd.org**. For example, John Smith's username is **smith.john@acpsmd.org**. See image below:



lastname.firstname@acpsmd.org

Step 3 - The password window will open, and students will need to type their 4-digit password and click on the blue next tab. Student's 4-digit password is the same to access their Google account as well as ASPEN. If you need the 4-digit password, please call your student's school. See image below:

**Student's personal
4-digit password**



Step 4 - Students should be in their Schoology account and see their course dashboard (see image below). To make sure your student is in their account, their first and last name should be in the upper righthand corner of the screen. The course dashboard shows icons for each class your student is enrolled into. Your student can click on each course to enter into the online classroom.

****All of your student's courses should be displayed in this section.**

****Student's first and last name should be displayed here.**

****This is an example of a student's course. You will select the icon to enter into the class.**