**Instructions for creating a Schoology Account**

1. Go to [http://www.schoology.com](http://www.schoology.com/)
2. Place the mouse over “Sign Up”
3. Select “Student”
4. Enter the assigned Access Code: CTWJ5-MTJKC
5. Enter the requested account information, including an email address. (The system will require email address confirmation.) note: you may uncheck the “subscribe to the blog” if you wish
6. The Administrator will notify you when you have been added to the course (GMS 5580: Section 1). Please be patient, this may take several hours or up to a day. When you sign in again select “Grants Management Online Learning Sec~~d~~tion1” under *Courses*
7. When first accessing the course, click **“Instructions – Grants Management Online.**docx” to review the instructions for completing the online learning course.
8. PLEASE view the **Update video** first. It explains several recent changes
9. Enjoy the experience. If you have questions, email: [long@arvig.net](mailto:long@arvig.net)