

## Instructions for creating a Schoology Account

1. Go to <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. Select Courses at the top of the page, then click on “Grants Management Online Learning Section1”.
7. When first accessing the course, click “Instructions – Grants Management Online” to review the instructions for completing the online learning course.
8. Enjoy the experience. If you have questions, email: [long@arvig.net](mailto:long@arvig.net)