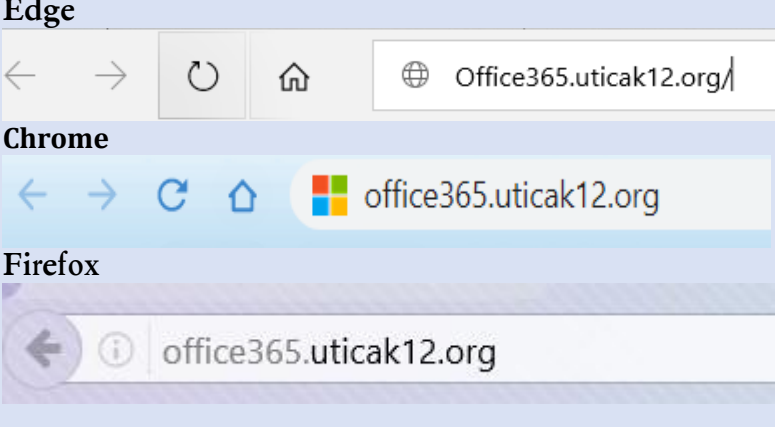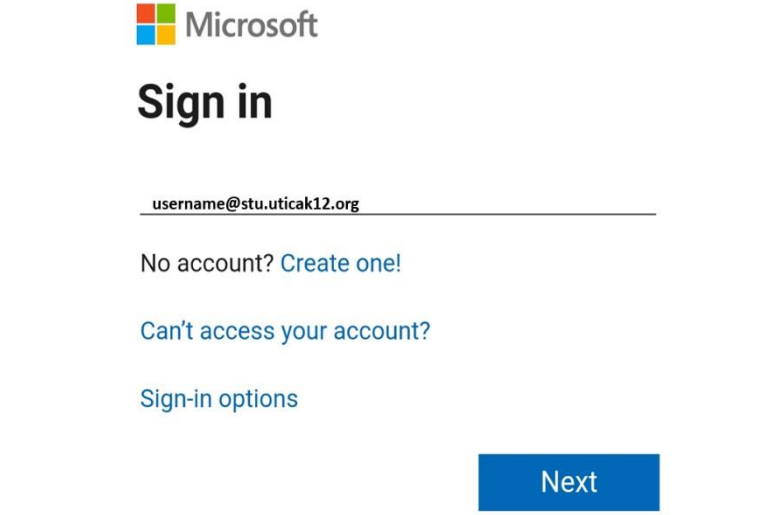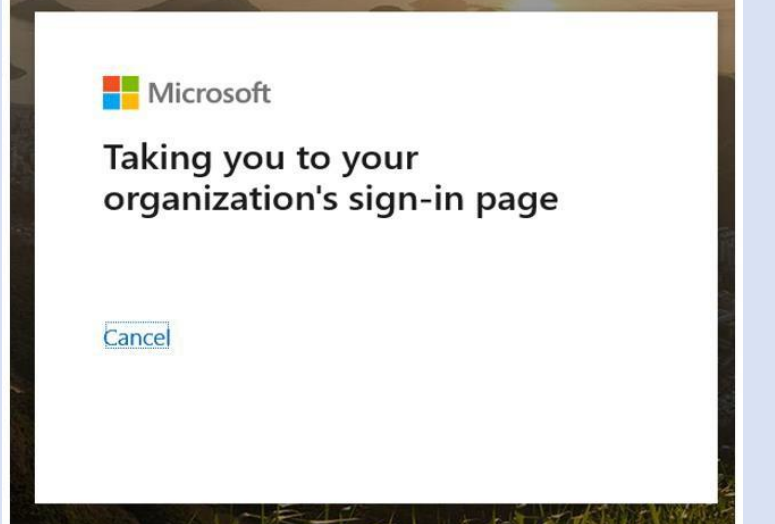# Schoology Support – Secondary Student Log In
Sign into Schoology through Microsoft Office 365

1. Using a web browser, such as Edge, Chrome or Firefox	
2. In the address bar of your browser, type in **office365.uticak12.org**	**Edge** Office365.uticak12.org/ **Chrome** office365.uticak12.org **Firefox** office365.uticak12.org
3. On the **Microsoft Sign In page,** type in your UCS email address. 4. Click on Next	Microsoft **Sign in** username@stu.uticak12.org No account? Create one! Can't access your account? Sign-in options Next
5. You will see this page as your Office 365 account is loading.	Microsoft **Taking you to your organization's sign-in page** Cancel

6. On the **UCS Sign In** page, type in your password. 7. Click Sign In	 Sign in with your UCS account name or email address
8. On the **Microsoft Stay Signed in?** page, click on Yes	**Microsoft** **Stay signed in?** Do this to reduce the number of times you are asked to sign in. ☐ Don't show this again No Yes
11. Find the Apps button ⊞ on the upper left-hand side of the screen. (If the Apps button is not there, click on the Outlook App to open it.) 12. Click on the Apps button.	⊞ Office 365

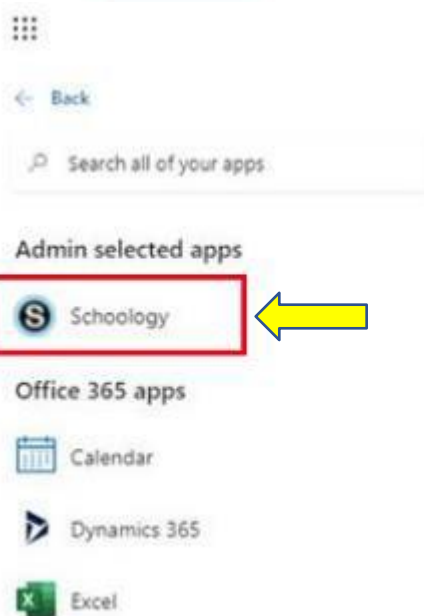|	
13. Once you click on the Apps button, a list of applications you have access to through Office 365 are listed. Some of the apps include, Word, Excel, PowerPoint, etc.... By clicking on All apps, you will view additional applications associated to your Office 365 account. 14. Click **All apps**	Office 365 → **Apps** Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway All apps →
15. Under Admin selected apps, find the Schoology app. 16. Click Schoology on	Back Search all of your apps Admin selected apps Schoology Office 365 apps Calendar Dynamics 365 Excel
17. The Schoology Learning Management System will open. This is considered the home page, which includes, RECENT ACTIVITY and the COURSE DASHBOARD.	Utica Community Schools COURSES GROUPS RESOURCES GRADE REPORT RECENT ACTIVITY COURSE DASHBOARD Post: Event Most Recent
You have successfully accessed your Schoology account through Microsoft Office 365. To learn how to navigate through your Schoology account, please reference www.uticak12.org/online_learning and view the Schoology Support-Navigation Through Schoology.	