



## Schoology: Removing a Basic Schoology account (Parents)

### PURPOSE

#### WHY MUST I DO THIS?

Parents that may have a non-LAUSD Schoology account will need to either remove the email address associated with the non-LAUSD account (Option 1) or delete the account (Option 2) before being able to access the LAUSD Schoology account through Parent Portal.

#### BEFORE YOU GET STARTED

Parents will need to know their non-LAUSD Schoology account information.

#### LOG IN

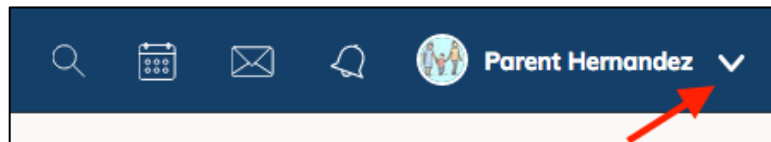
Log in at <https://app.schoology.com>, using your non-LAUSD Schoology username and password.

#### REMEMBER

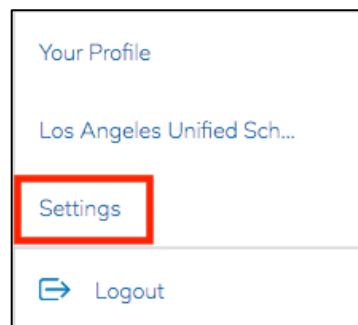
Parents will be able to access Schoology through Parent Portal once they complete either Option 1 or Option 2.

### OPTION 1 – UPDATE EMAIL ADDRESS

**Step 1** Click on the drop-down arrow next to your name.



**Step 2** Select **Settings**.





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**Step 3** Find your email address and replace it with a different email address if you plan on using this account in the future.

**Step 4** Click **Save Changes**

### Account

Account Settings | Notifications | Privacy Settings | Recycle Bin

#### Account Info

Title: Custom Parent  Display Title in place of your First Name

First Name: Antonio

Middle Name:

Username: \*\* rthomas

Primary Email: \*\* rthomas@awesomeschool.org

Alternate Email:

Timezone: America/Los\_Angeles - 2:15 pm (GMT-7)

By clicking Save Changes, you are agreeing to our [Privacy Policy](#) and [Terms of Use](#)

**Save Changes**

## OPTION 2 – DELETE A NON-LAUSD SCHOOLOGY ACCOUNT

Parents with a non-LAUSD Schoology account can delete their account by navigating to <https://app.schoology.com/settings/account/action?delete> while logged into the account they'd like to delete. Deleting an account removes all submissions, resources, and content associated with the account, and neither the account nor the items can be restored.

**Step 1** Click the **I Agree** button to delete the account.

### Delete Account

Deleting your account will permanently remove your profile, personal settings, and all other associated information. Once your account is deleted, you will be logged out and will be unable to log back in.

If you understand and agree to the above statement, and would still like to delete your account, click below.

**I Agree** Cancel