

Purpose: This tutorial provides DoDEA above school level staff members who are **NOT** authorized a DoDEA Google account instructions to register their DoDEA eLearning Portal and Schoology accounts. Registering will provide you access to a wealth of training resources. Once you successfully register your DoDEA eLearning Portal account, you can:

- Login to Schoology
- Access Training Resources
- Create Courses and Enroll Students
- Create Groups
- Participate in Professional Development

While completing this tutorial, you will receive **two different** automated emails. Each email will contain passwords for the following:

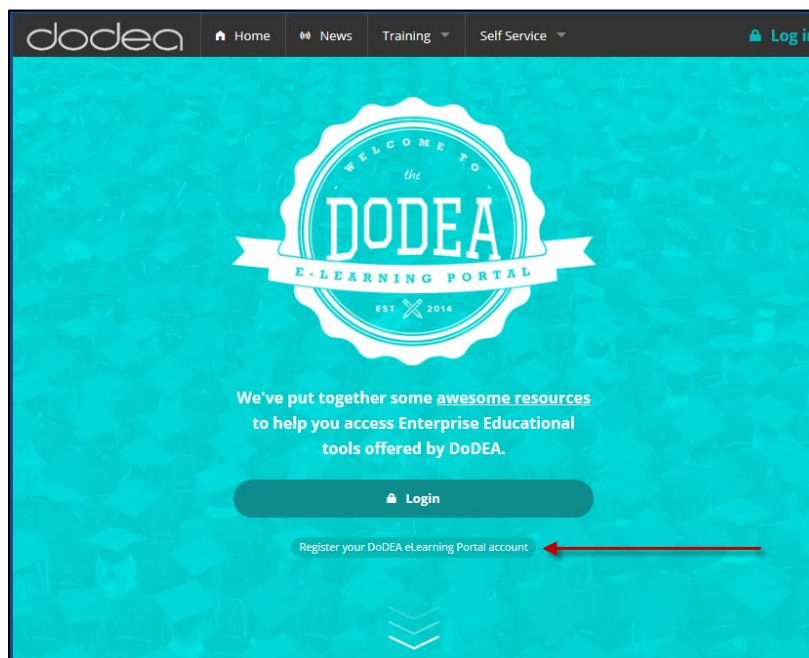
- 1) DoDEA eLearning Portal
- 2) Schoology

Now, please complete the steps below to get started using the DoDEA eLearning Portal and Schoology.

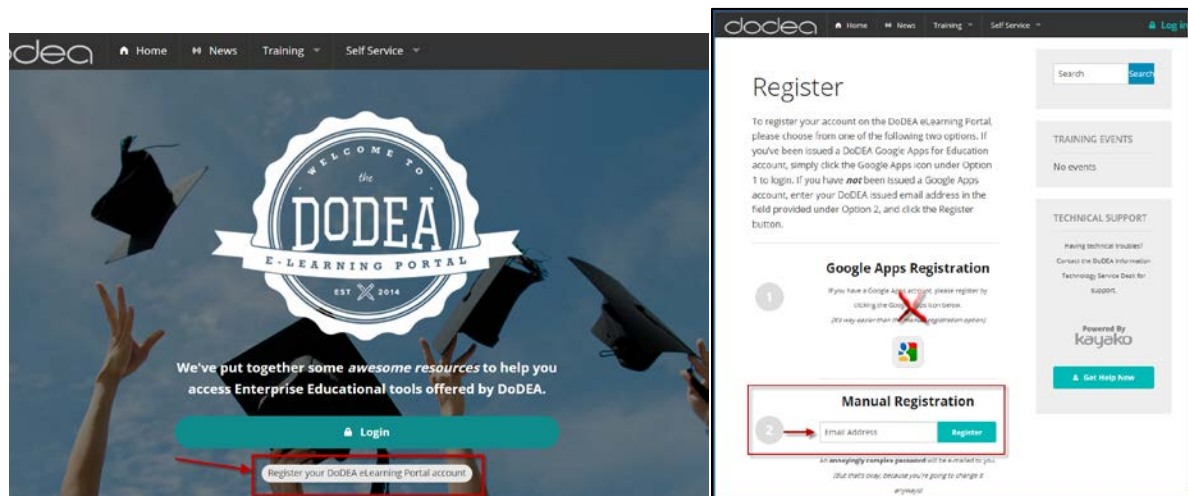


Register Your DoDEA eLearning Portal Account

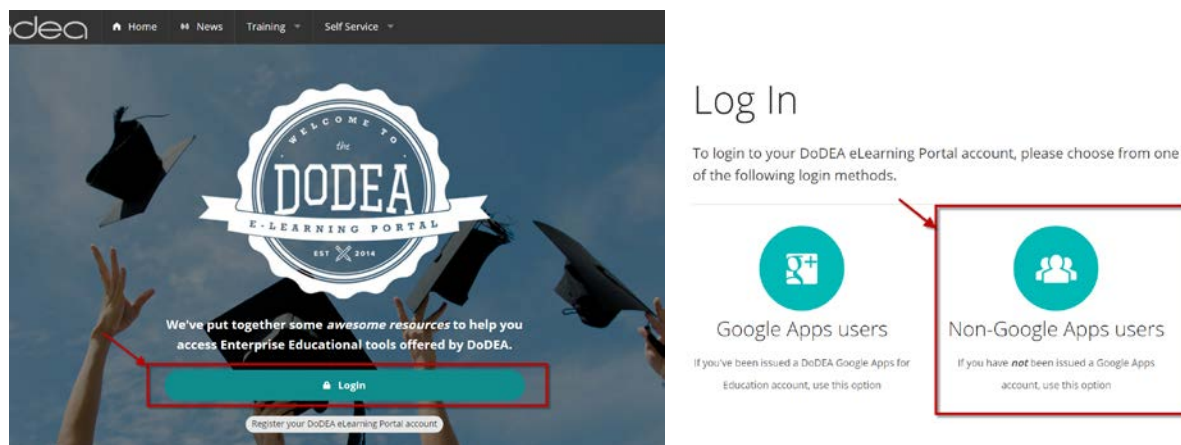
Please click the link, <https://learn.dodea.edu/> to access the DoDEA eLearning Portal. Once the page opens, please click **Register your DoDEA eLearning Portal** account.



Next, please register your account by completing the second option that reads, **Manual Registration**. This is because you do NOT have a DoDEA issued Google account. Type your official DoDEA email address in the field, and then click register. You will receive an automated email with your password and you will change it once you login.



You will receive the **FIRST email** now. After you receive the email with your password, please click, **Login**, then choose “Non-Google Apps users” and use the password provided in the first email.

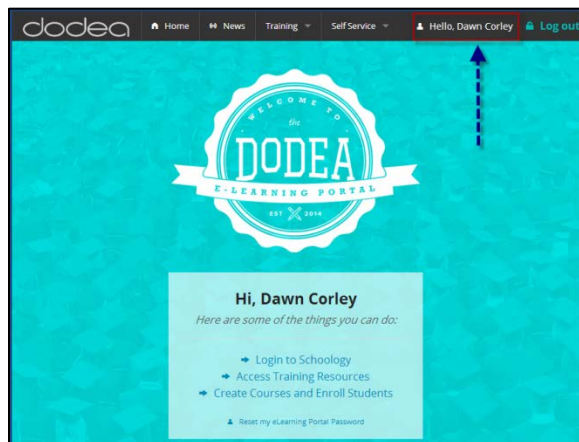


Now, the page will open, and you will see a Welcome Message in the middle of the screen. You have three options: Login to Schoology, Access Training Resources, and Create Courses and Enroll Students.

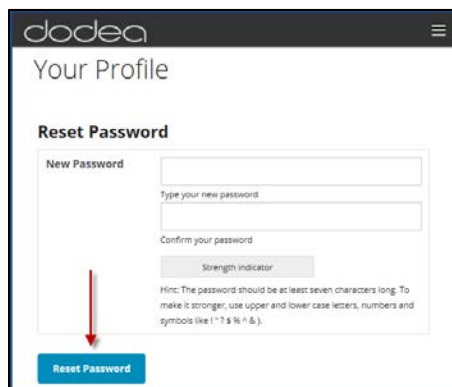


2 Change Your Password

Now, you need to change your password to something meaningful to you! Click on your name next to Hello at the top right side of the screen.

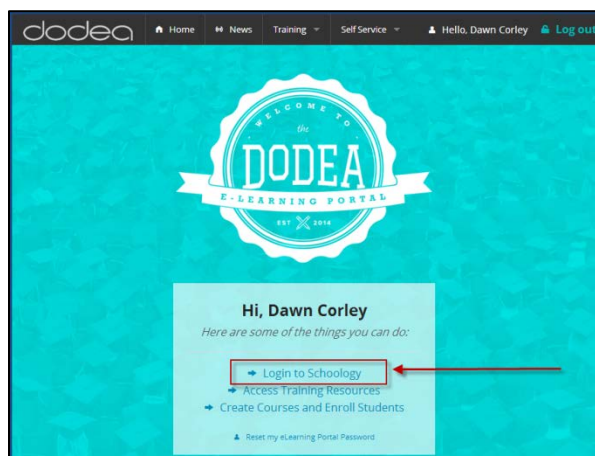


Type your new preferred password and then click submit.

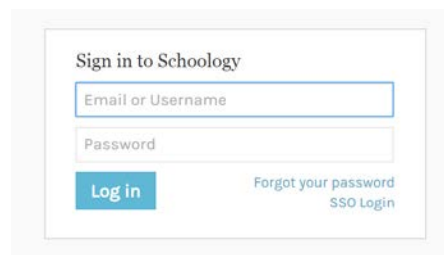


3 Login to Schoology

Once you have changed your password in the DoDEA eLearning Portal, you are ready to log into Schoology. Now, please click **Login to Schoology!**



You will receive a **SECOND email** from “Schoology Registration” with a **different** Schoology password. Use the information from this email to login to Schoology!

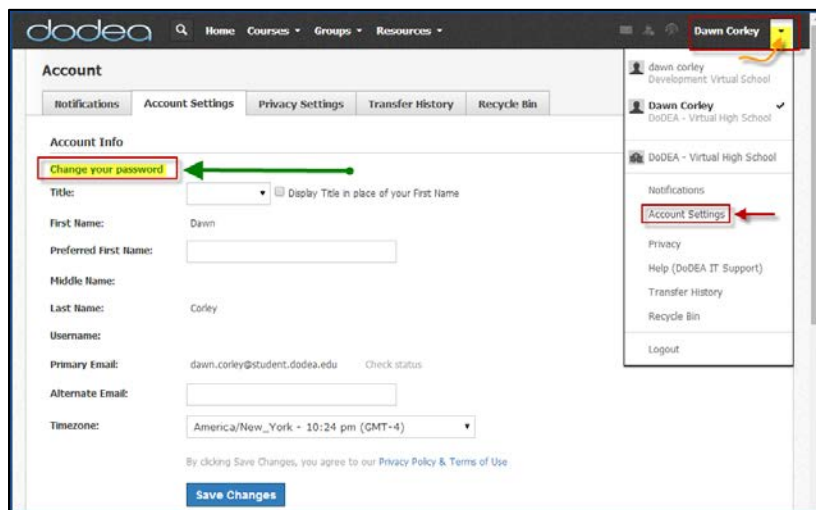


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Change Your Schoology Password

After you have successfully logged into Schoology, it is recommended that you change your Schoology password to match your DoDEA eLearning portal login.

To do this, please click on your profile drop down menu in the top left corner by your name and select **Account Settings**. There you will see a “**Change your password**” button. After you complete the required fields, click Submit.



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Schoology Orientation

After logging into Schoology, you will have access to a **Schoology Orientation: STAFF** course in the Courses drop down menu. It is highly recommended that you navigate through the Schoology Orientation to see an overview of Schoology and how to use the basic features and tools.

