Easy Reference for Digital Learning

Logging into your Chromebook
1. On your Chromebook enter your ACPA account in the pop-up screen. (firstname.lastname@artcollegeprep.org)
2. Enter your ACPA Gmail password
3. If you are having trouble logging in reach out to wagner@artcollegeprep.org

Logging into Schoology
Students
1. Go to acpa.schoology.com
2. Log in with your ACPA gmail account (firstname.lastname@artcollegeprep.org)
3. This is where you will find your classes.

Parents
1. Your student’s Home Base teacher will be sending you an email with your parent access code the first week of school.
2. Using your parent access code, go to Schoology.com and click “Sign Up” on the top right corner.
3. If you do not get the access code in the first week of school email your student’s Home Base teacher.

Logging into the Online Gradebook (Powerschool)
Returning Families
1. Go to the ACPA Website and click the Powerschool button.
2. Log in with your powerschool account information.
3. If you need your password reset please contact fingerhut@artcollegeprep.org (Middle School) or waluzak@artcollegeprep.org (High School)

New Families
1. Go to the ACPA Website and click the Powerschool button.
2. Powerschool account instructions have been emailed to new families.
3. Once you have an account set up, use your username and password.
4. If you need your new family account set-up instructions OR if you need your password reset please contact fingerhut@artcollegeprep.org (Middle School) or waluzak@artcollegeprep.org (High School)

Schedule Changes and Supply Lists
Click on the Middle School or High School resources button to find links for the schedule change form and all course supply lists. You can also find a form for requesting assistance with course supplies.

Registration Forms and SNAP Codes
If you have any questions about these forms or obtaining SNAP codes contact Kati Nelson at nelson@artcollegeprep.org or 614-986-9974. This is only for completing annual forms.
## Contacts

| Attendance            | Phone: 614 986 9974  
attendance@artcollegeprep.org |
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<td><strong>Intervention Specialists</strong></td>
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| Holly Haines - Middle School | Phone: 614 636 6965  
haines@artcollegeprep.org |
| Kim Hood - High School   | Phone: 614 636 6145  
hood@artcollegeprep.org |
| Ted Otting - High School | Phone: 614 382 0877  
otting@artcollegeprep.org |
| **School Counselors**   |                                  |
| Jennifer Ruff - grades 7, 8, & 12 | Phone: 614 636 5353  
ruff@artcollegeprep.org |
| Tara Zimmer - grades 9, 10, & 11 | Phone: 614 636 3178  
zimmer@artcollegeprep.org |
| **Food Security and Resources Coordinators** | |
| Kati Nelson & Emily Collins | Phone: 614 986 9974  
nelson@artcollegeprep.org  
collins@artcollegeprep.org |
| **Homeless Liaison**    |                                |
| Jennifer Ruff          | Phone: 614 636 5353  
ruff@artcollegeprep.org |
| **Chromebooks and MacBooks** |                               |
| Aaron Wagner           | Phone: 614 986 9974  
wagner@artcollegeprep.org |
| **PowerSchool and ACPA Email** |                            |
| Sarah Fingerhut - Middle School | Phone: 614 986 9974  
fingerhut@artcollegeprep.org |
| Amanda Waluzak - High School | Phone: 614 986 9974  
waluzak@artcollegeprep.org |

Be sure to watch the virtual Back to School Orientation on Youtube or Facebook!