



# 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](mailto:firstname.lastname@artcollegeprep.org))
2. Enter your ACPA Gmail password
3. If you are having trouble logging in reach out to [wagner@artcollegeprep.org](mailto:wagner@artcollegeprep.org)

## Logging into Schoology

### Students

1. Go to [acpa.schoology.com](http://acpa.schoology.com)
2. Log in with your ACPA gmail account ([firstname.lastname@artcollegeprep.org](mailto: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](http://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](mailto:fingerhut@artcollegeprep.org) (Middle School) or [waluzak@artcollegeprep.org](mailto: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](mailto:fingerhut@artcollegeprep.org) (Middle School) or [waluzak@artcollegeprep.org](mailto: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](mailto:nelson@artcollegeprep.org) or 614-986-9974. This is only for completing annual forms.

# Contacts

<b>Attendance</b>	Phone: 614 986 9974 Email: <a href="mailto:attendance@artcollegeprep.org">attendance@artcollegeprep.org</a>
<b>Intervention Specialists</b>	
Holly Haines - Middle School	Phone: 614 636 6965 Email: <a href="mailto:haines@artcollegeprep.org">haines@artcollegeprep.org</a>
Kim Hood - High School	Phone: 614 636 6145 Email: <a href="mailto:hood@artcollegeprep.org">hood@artcollegeprep.org</a>
Ted Otting - High School	Phone: 614 382 0877 Email: <a href="mailto:otting@artcollegeprep.org">otting@artcollegeprep.org</a>
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**Be sure to watch the virtual Back to School Orientation on Youtube or Facebook!**

