

Parent Account Setup



Create Your Parent/Guardian Account

1 Navigate to www.colegia.org

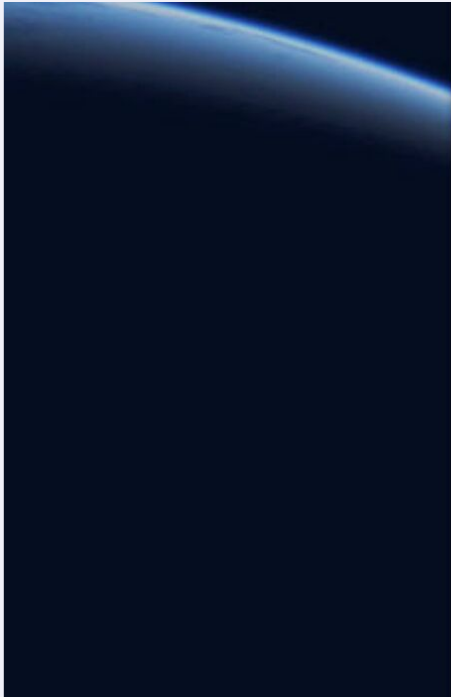
2 Click "Parent/Guardian Log In"

Student / Staff Log In

Parent/Guardian Log In



3 Click "Sign Up"



Don't have an account?



Forgot password?



You have the option of also connecting your account using Google or Apple!
If you do not have either, you can fill out the sign-up form shown below.

4 Enter your information and click "Continue"



Parent/Guardian Sign Up

With a Colégia account you can link students to track their progress, connect with school staff and more!

- ✓ Minimum 8 characters
- ✓ Lower case
- ✓ Upper case
- ✓ Number
- ✓ Special Character

Already have an account? [Log in](#)


OR



5 Once you reach the parent portal, open another tab and login to your child(s) account.

Welcome!

All users of the COLÉGIA Platform shall comply with the COLÉGIA's Acceptable Use Policies as outlined in COLÉGIA's Terms of Services. ALL USE OF THE PLATFORM AND SERVICES IS MONITORED BY COLÉGIA AND IS NOT PRIVATE OR CONFIDENTIAL. When using the Platform and Services, users shall not bully, harass, threaten, invade the privacy of, or make any offensive or hateful comments towards others. Transmitting any content that is unlawful, obscene, defamatory, or otherwise in violation of applicable laws is strictly prohibited.



Link your Student

Enter Student PIN to link your student.

[How to get a Student PIN](#)

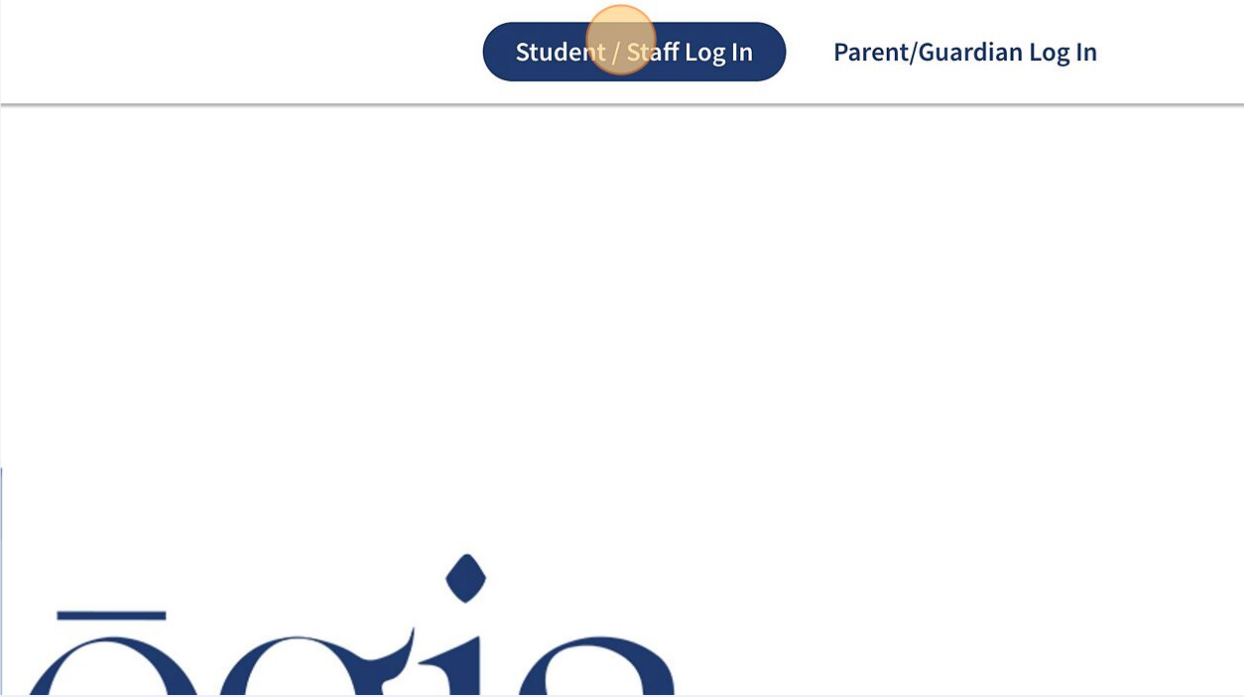
Last Updated: March 29, 2020

I agree to abide by the Colégia Agreement

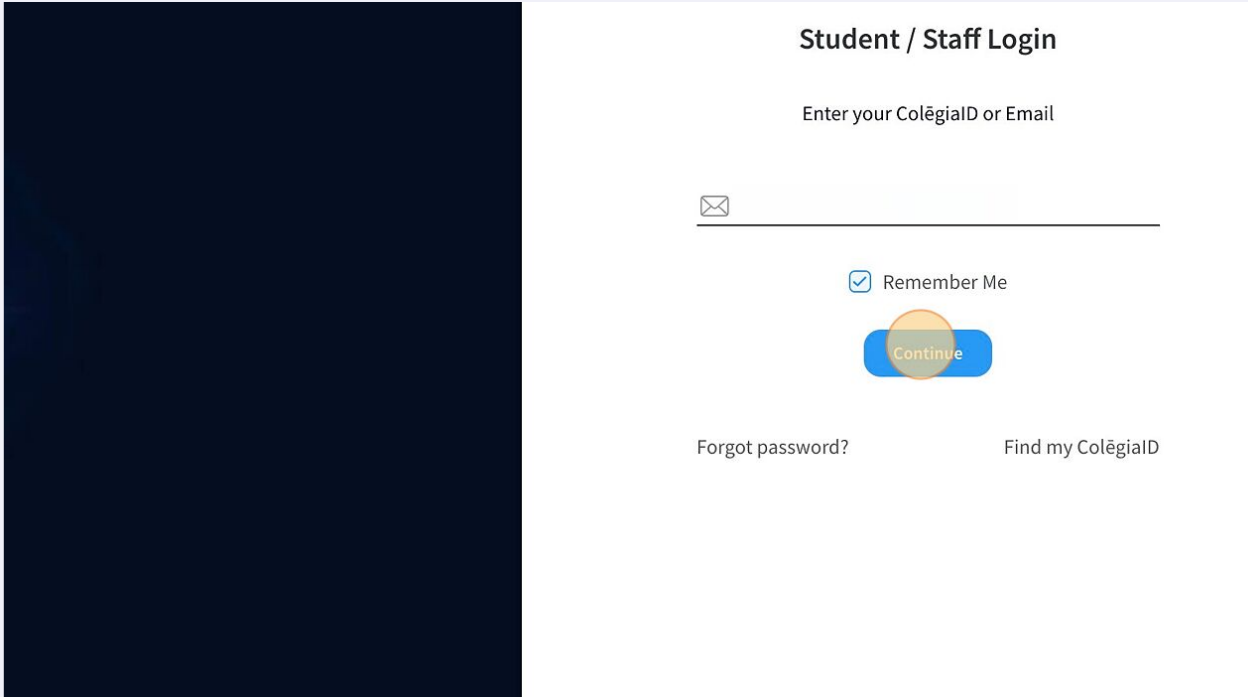
Sign Into Your Child's Colēgia Account

! Go to colegia.org and click on "Student / Staff Log In"

6 Click "Student / Staff Log In"



7 Enter your child's Colēgia Email Address.



Student / Staff Login

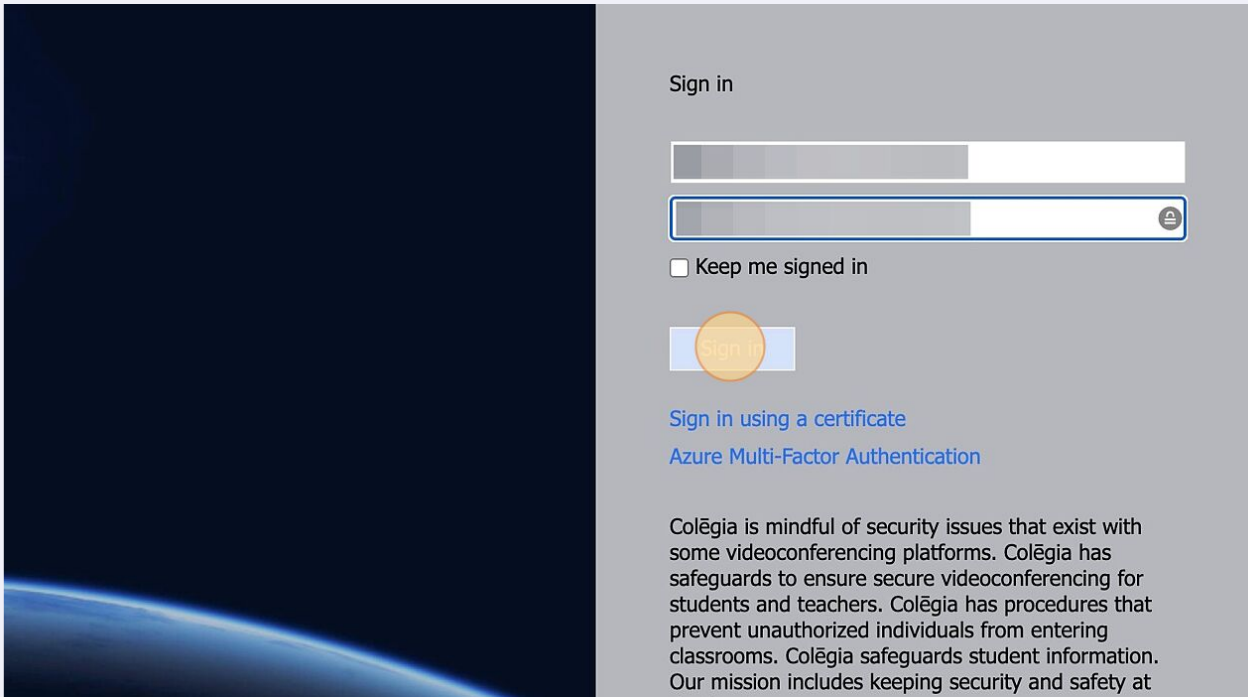
Enter your ColēgiaID or Email

Remember Me

[Continue](#)

[Forgot password?](#) [Find my ColēgiaID](#)

8 Enter your child's Colēgia password.



Sign in

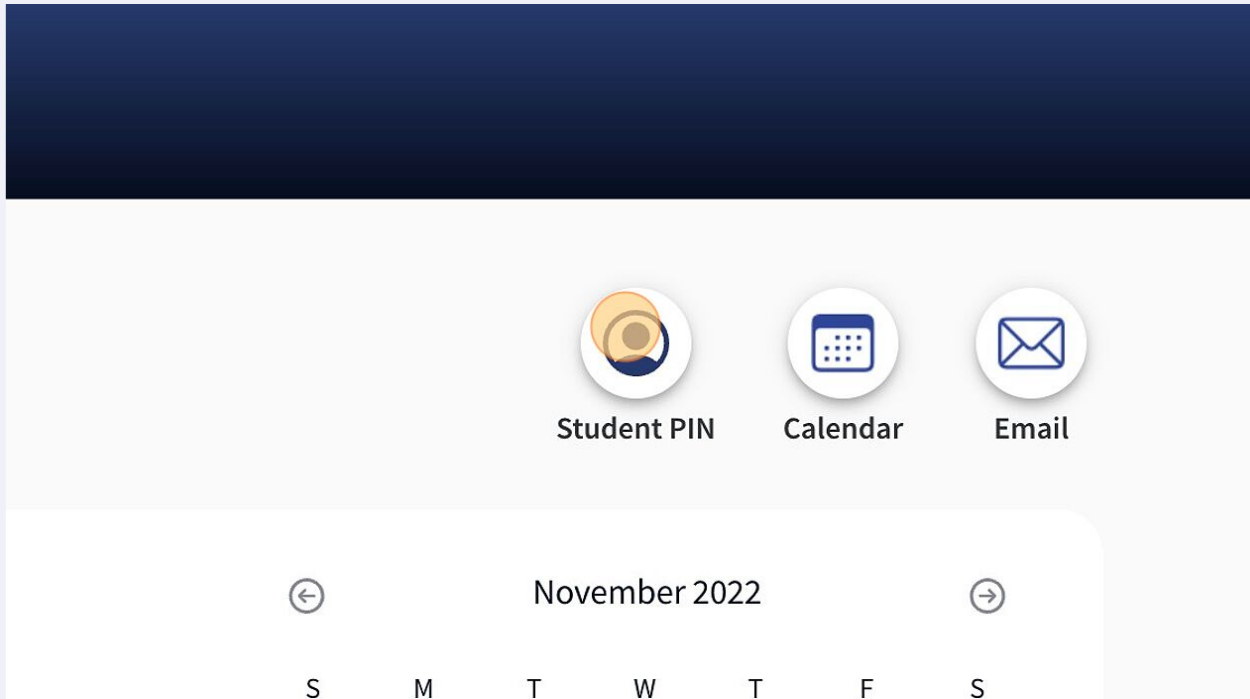
Keep me signed in

[Sign in](#)

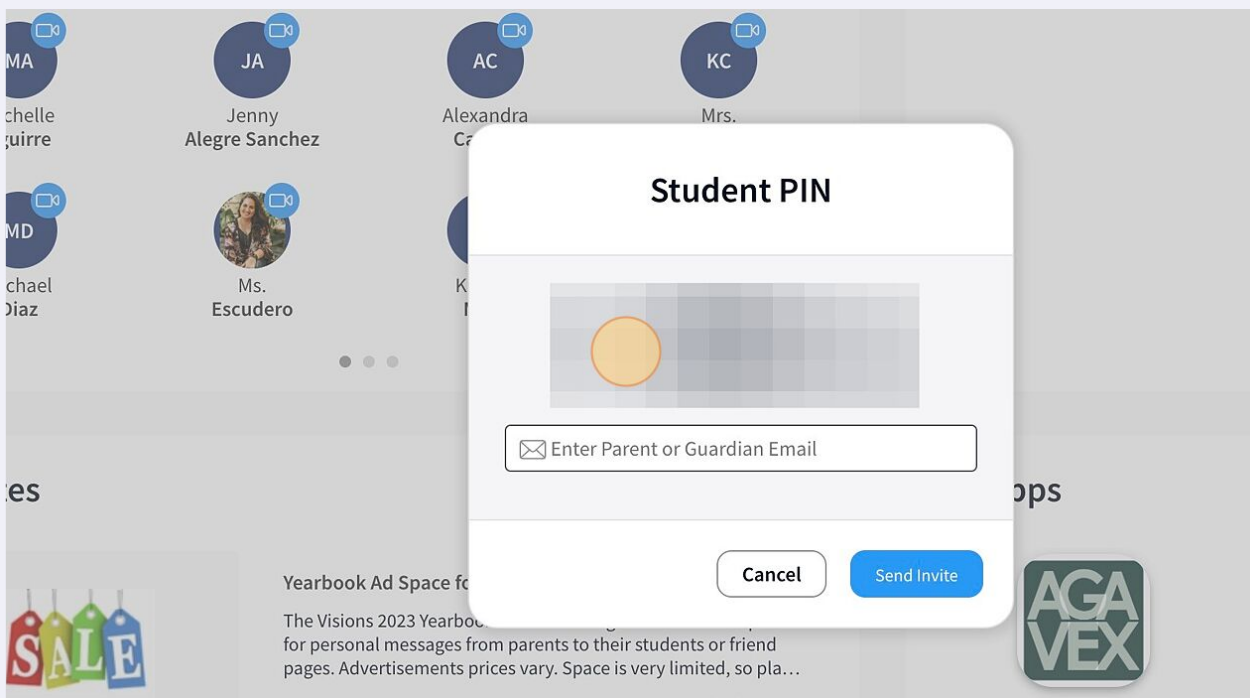
[Sign in using a certificate](#)
[Azure Multi-Factor Authentication](#)

Colēgia is mindful of security issues that exist with some videoconferencing platforms. Colēgia has safeguards to ensure secure videoconferencing for students and teachers. Colēgia has procedures that prevent unauthorized individuals from entering classrooms. Colēgia safeguards student information. Our mission includes keeping security and safety at

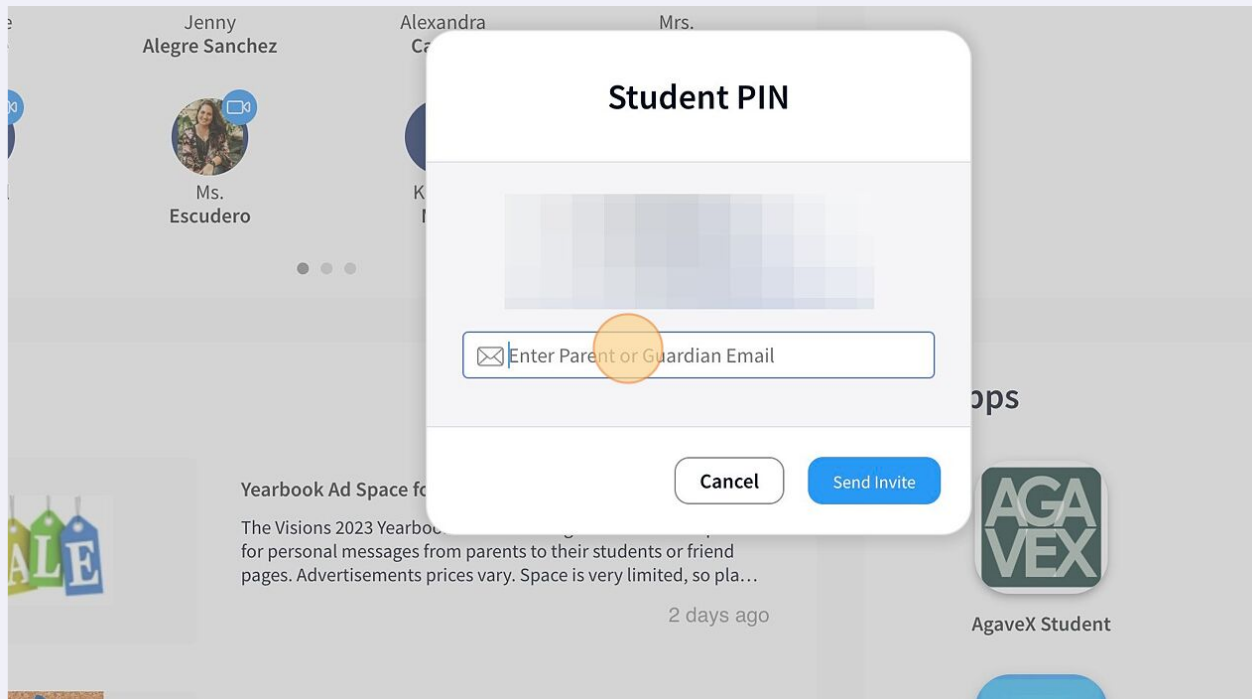
9 Click on "Student PIN"



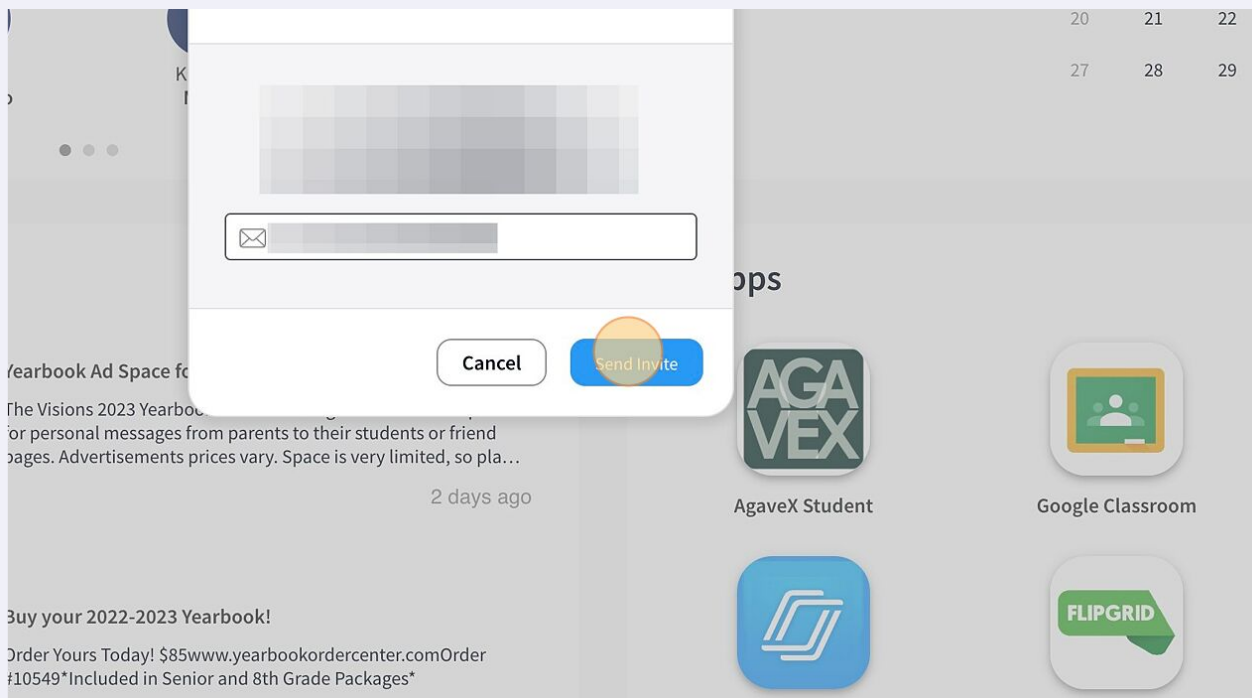
10 Copy the Student PIN
OR
You can enter the Parent/Guardian email to receive an invite.



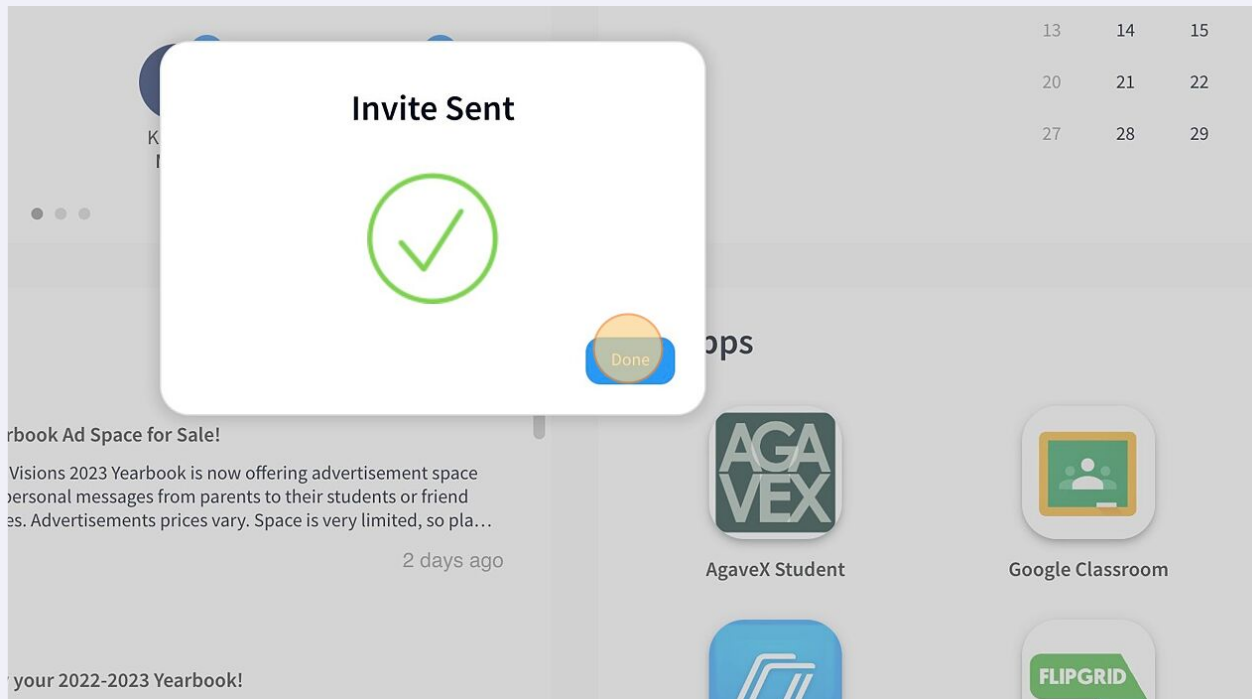
11 Click the "Enter Parent or Guardian Email" field.



12 Click "Send Invite"

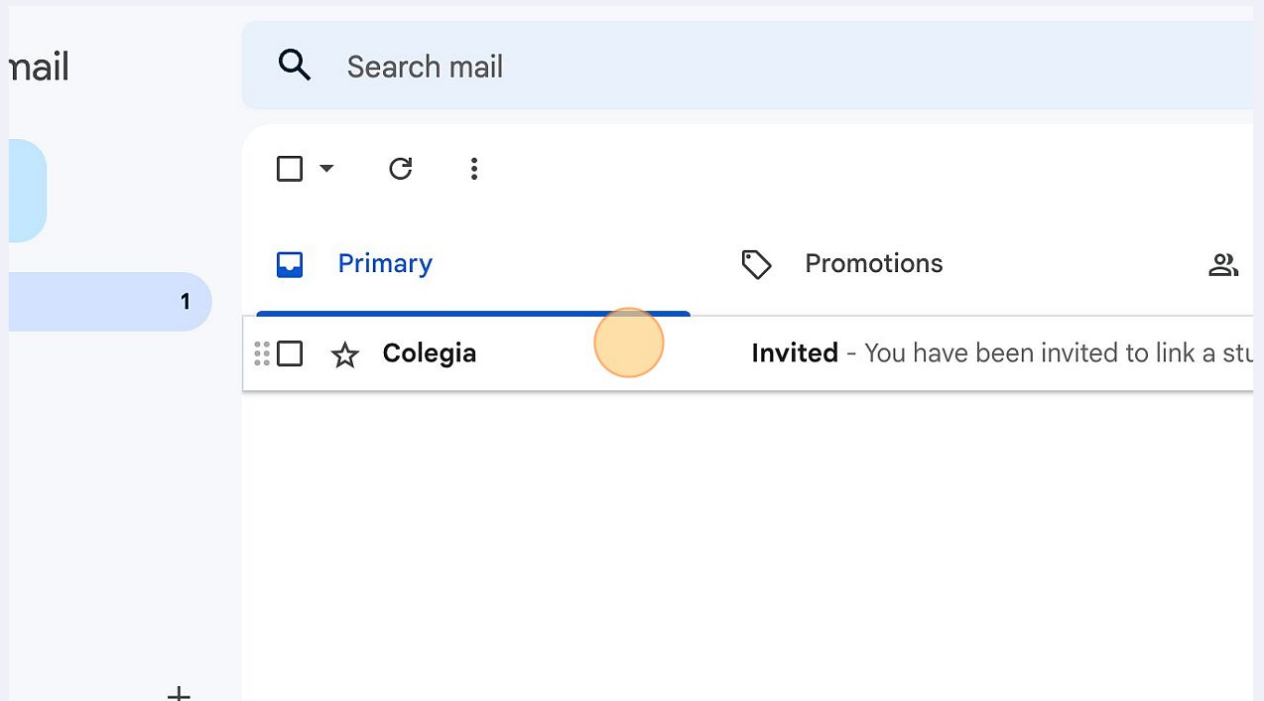


13 Click "Done"

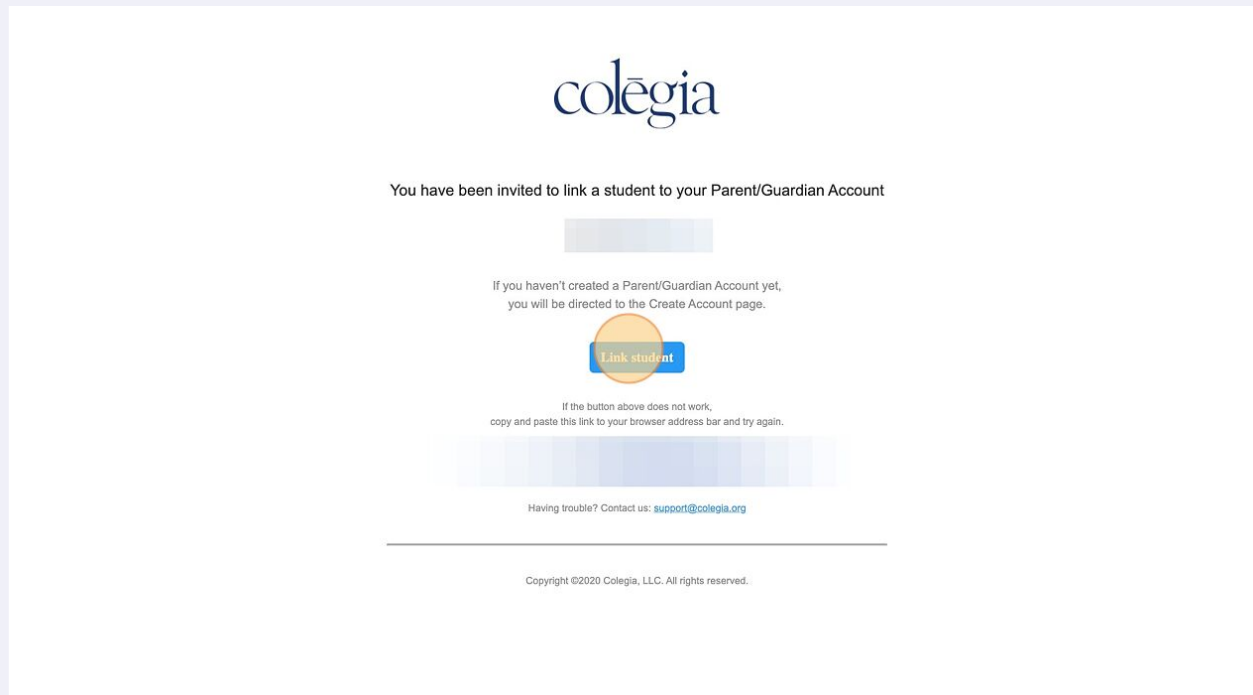


If you sent the invite via email, go to your email and open the invite.
OR
If you copied the Student PIN, go to Step 16.

14 Click the email from "Colegia" with the subject "Invited"



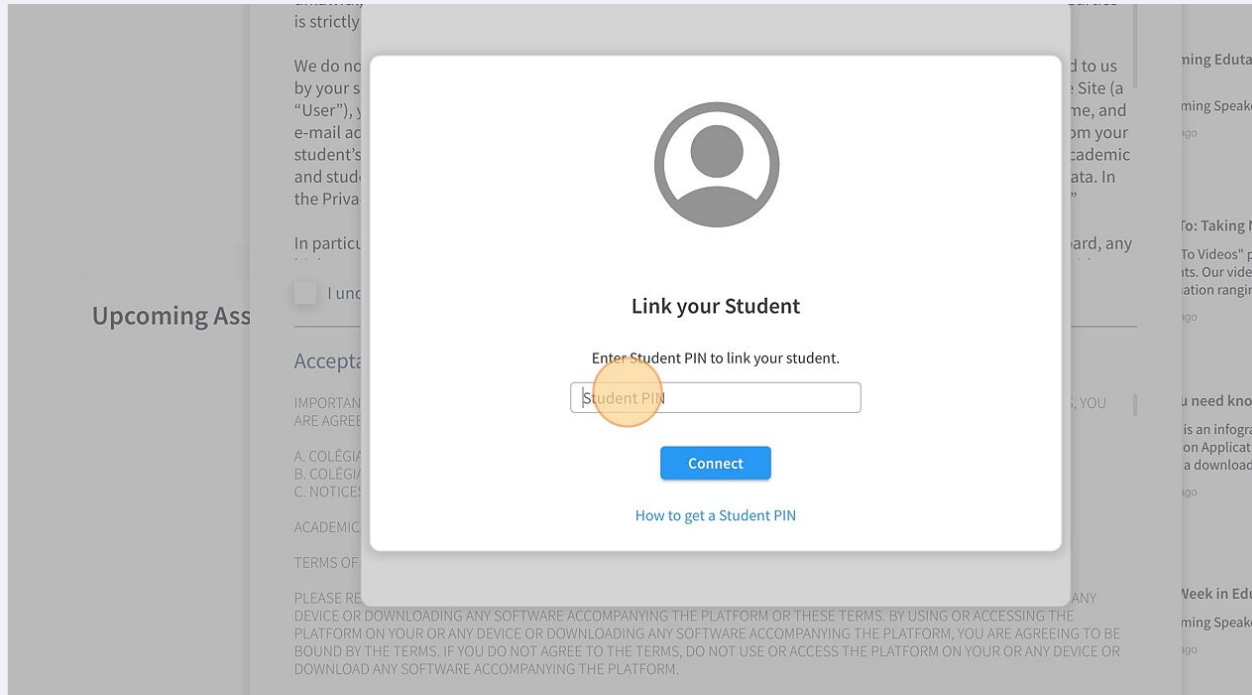
15 Click "Link student"



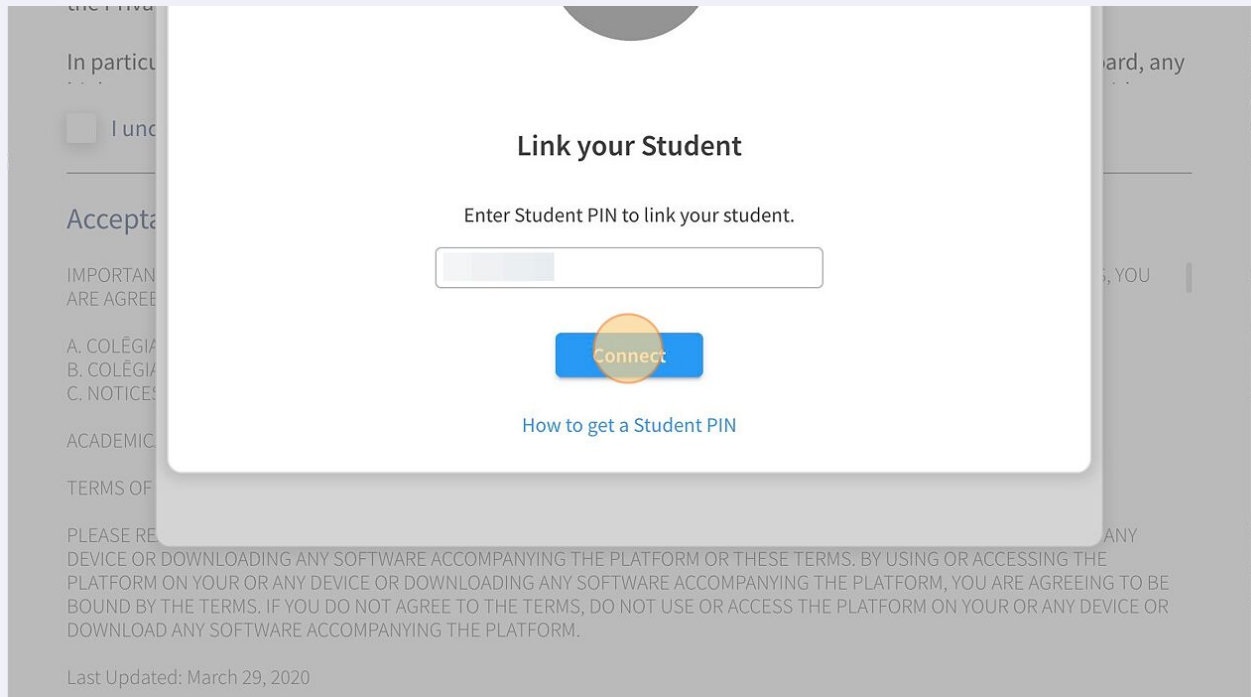


If you copied the Student PIN (Step 10) , navigate back to the Parent Portal and paste or type the PIN.

16 Click the "Student PIN" field.

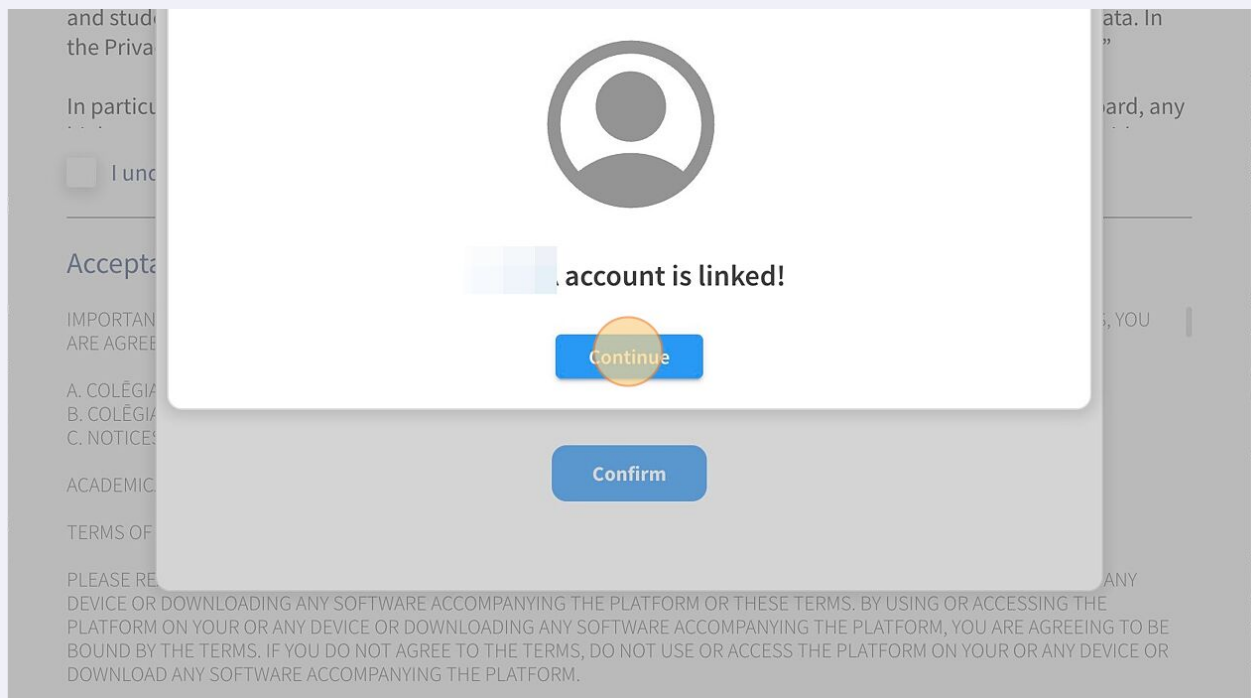


17 Click "Connect"



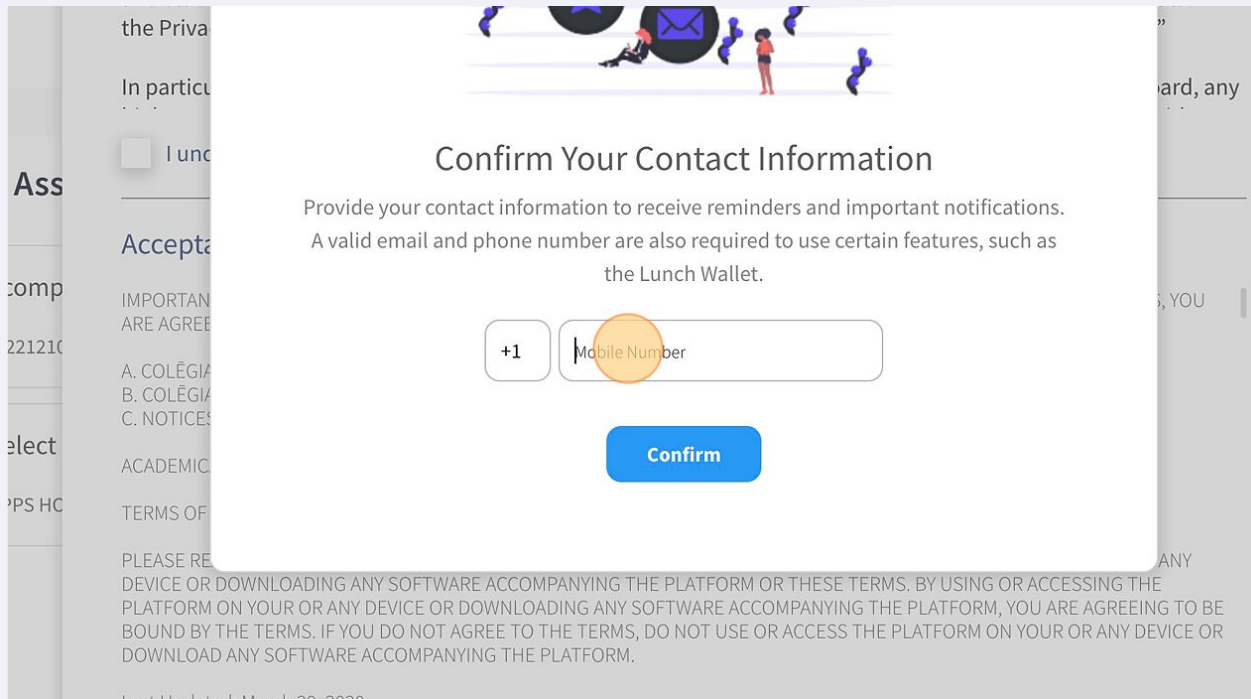
The screenshot shows a white dialog box titled "Link your Student" centered on a grey background. The dialog box contains the text "Enter Student PIN to link your student." above a text input field. Below the input field is a blue button with a yellow circle and the word "Connect" in white. Underneath the button is a blue link that says "How to get a Student PIN". The background is a blurred view of a document with text such as "In particu", "I unc", "Accepta", "IMPORTANT", "ARE AGREE", "A. COLÉGIA", "B. COLÉGIA", "C. NOTICES", "ACADEMIC", "TERMS OF", "PLEASE RE", "ANY", "DEVICE OR DOWNLOADING ANY SOFTWARE ACCOMPANYING THE PLATFORM OR THESE TERMS. BY USING OR ACCESSING THE PLATFORM ON YOUR OR ANY DEVICE OR DOWNLOADING ANY SOFTWARE ACCOMPANYING THE PLATFORM, YOU ARE AGREEING TO BE BOUND BY THE TERMS. IF YOU DO NOT AGREE TO THE TERMS, DO NOT USE OR ACCESS THE PLATFORM ON YOUR OR ANY DEVICE OR DOWNLOAD ANY SOFTWARE ACCOMPANYING THE PLATFORM.", and "Last Updated: March 29, 2020".

18 Click "Continue"

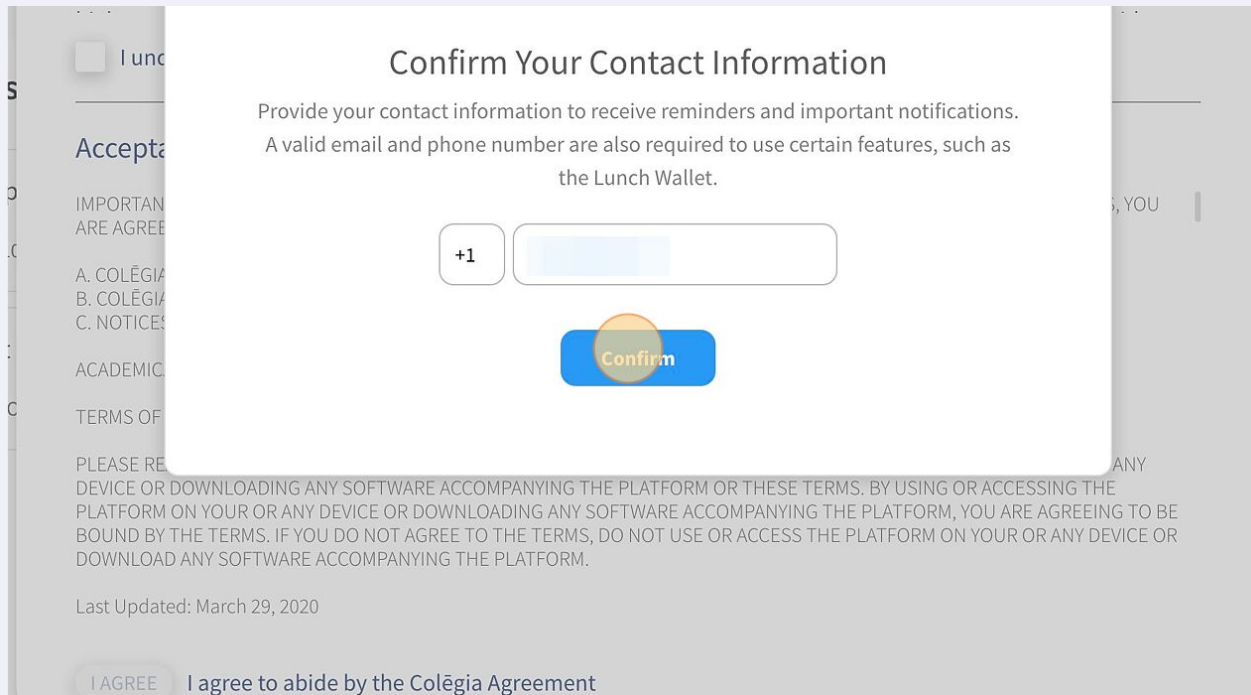


The screenshot shows a white dialog box titled "Account is linked!" centered on a grey background. The dialog box features a grey person icon at the top, followed by the text "Account is linked!". Below this text is a blue button with a yellow circle and the word "Continue" in white. At the bottom of the dialog box is another blue button with the word "Confirm" in white. The background is a blurred view of a document with text such as "and stud", "the Priva", "In particu", "I unc", "Accepta", "IMPORTANT", "ARE AGREE", "A. COLÉGIA", "B. COLÉGIA", "C. NOTICES", "ACADEMIC", "TERMS OF", "PLEASE RE", "ANY", "DEVICE OR DOWNLOADING ANY SOFTWARE ACCOMPANYING THE PLATFORM OR THESE TERMS. BY USING OR ACCESSING THE PLATFORM ON YOUR OR ANY DEVICE OR DOWNLOADING ANY SOFTWARE ACCOMPANYING THE PLATFORM, YOU ARE AGREEING TO BE BOUND BY THE TERMS. IF YOU DO NOT AGREE TO THE TERMS, DO NOT USE OR ACCESS THE PLATFORM ON YOUR OR ANY DEVICE OR DOWNLOAD ANY SOFTWARE ACCOMPANYING THE PLATFORM.", and "ata. In", "ard, any", "YOU".

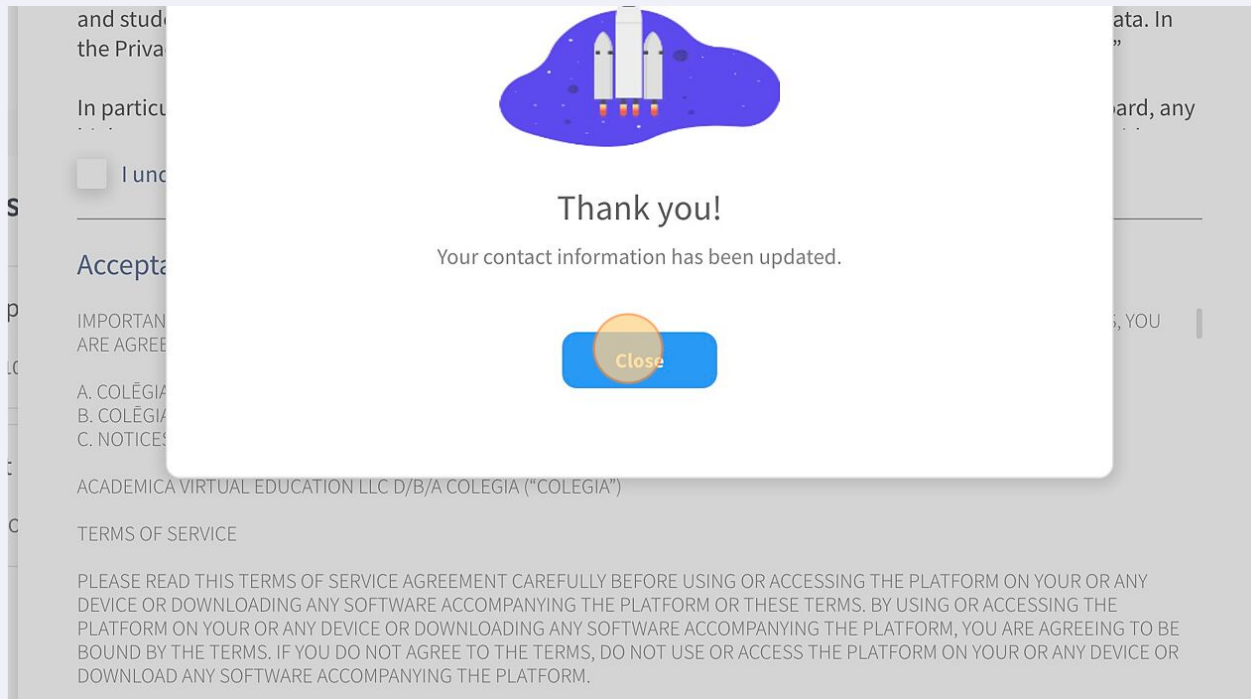
19 Click the "Mobile Number" field and enter your phone number.



20 Enter in your cell phone number and click "Confirm"

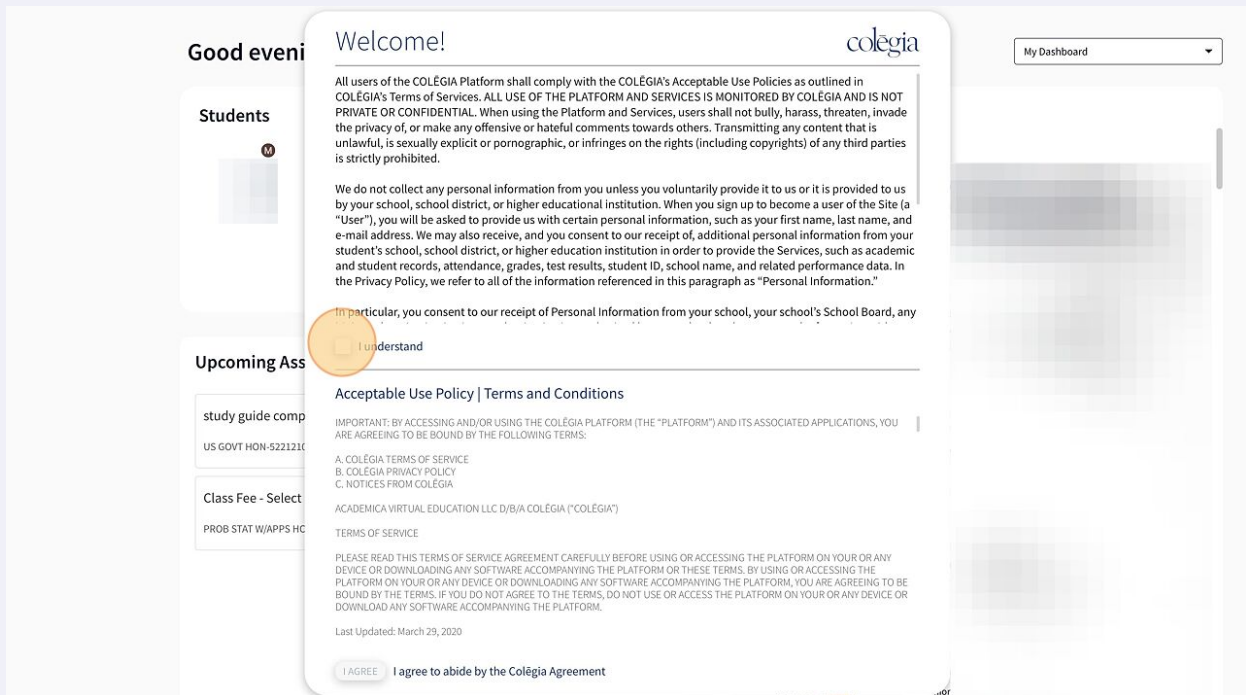


21 Click "Close"



The screenshot shows a white modal dialog box centered on a blurred background. At the top of the dialog is a blue cloud-shaped graphic containing a white rocket ship with two boosters. Below the graphic, the text reads "Thank you!" in a large, bold, black font, followed by "Your contact information has been updated." in a smaller black font. At the bottom center of the dialog is a blue rounded rectangular button with the word "Close" in white text.

22 Click "I understand"

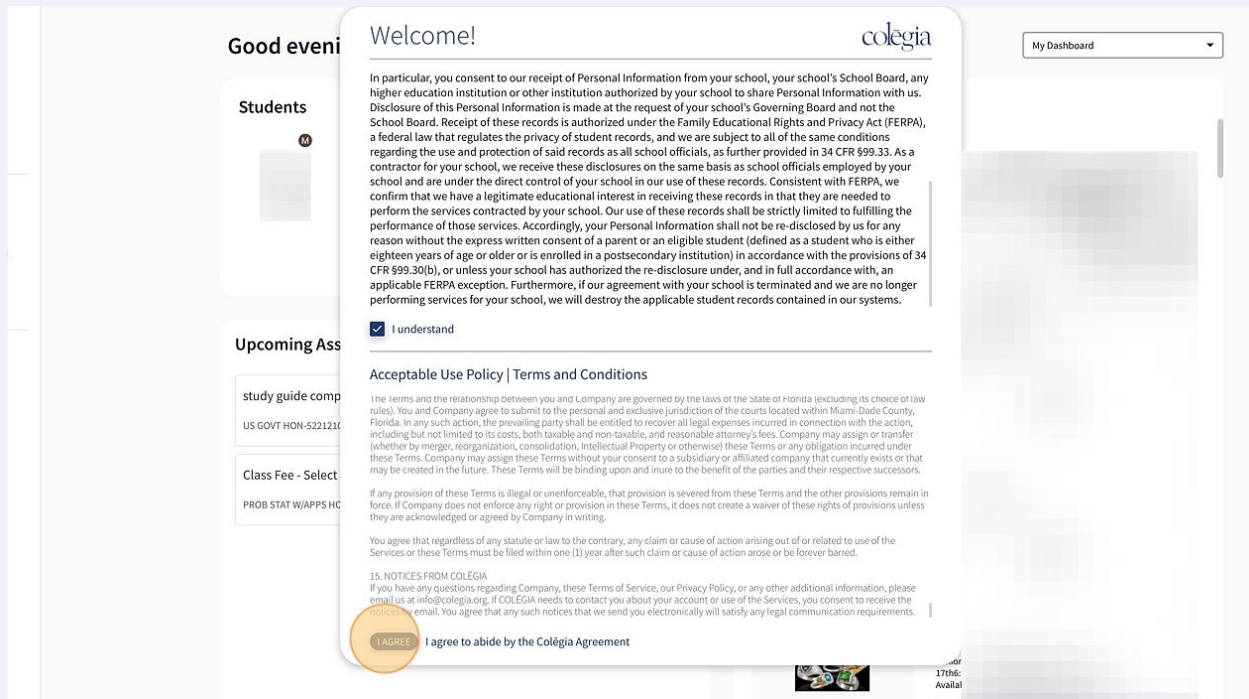


The screenshot shows a white modal dialog box titled "Welcome!" with the Colegia logo in the top right corner. The dialog contains several paragraphs of text, including a disclaimer about data collection and a consent statement. A blue button with the text "I understand" is highlighted with a red circle. Below the text, there is a section titled "Acceptable Use Policy | Terms and Conditions" with a list of items: "A. COLÉGIA TERMS OF SERVICE", "B. COLÉGIA PRIVACY POLICY", and "C. NOTICES FROM COLÉGIA". At the bottom of the dialog, there is a blue button with the text "I AGREE I agree to abide by the Colegia Agreement".

23

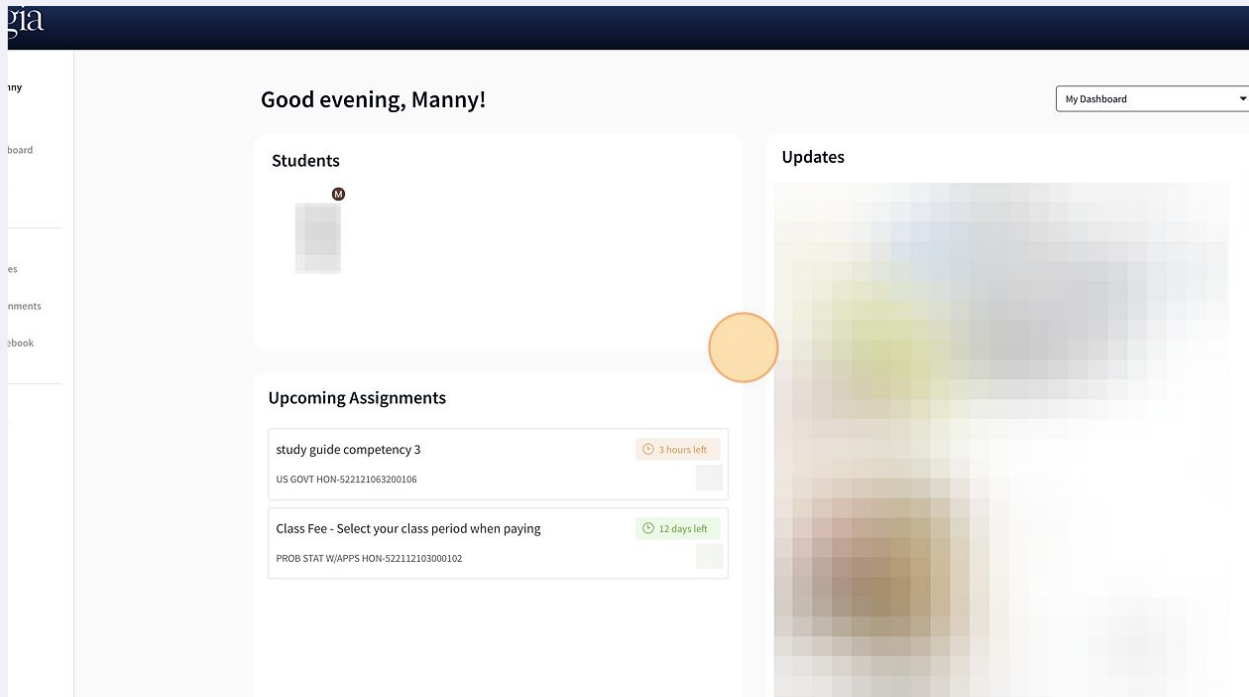
Click "I AGREE"

*Make sure to scroll down in order for the "I AGREE" button to show up.



24

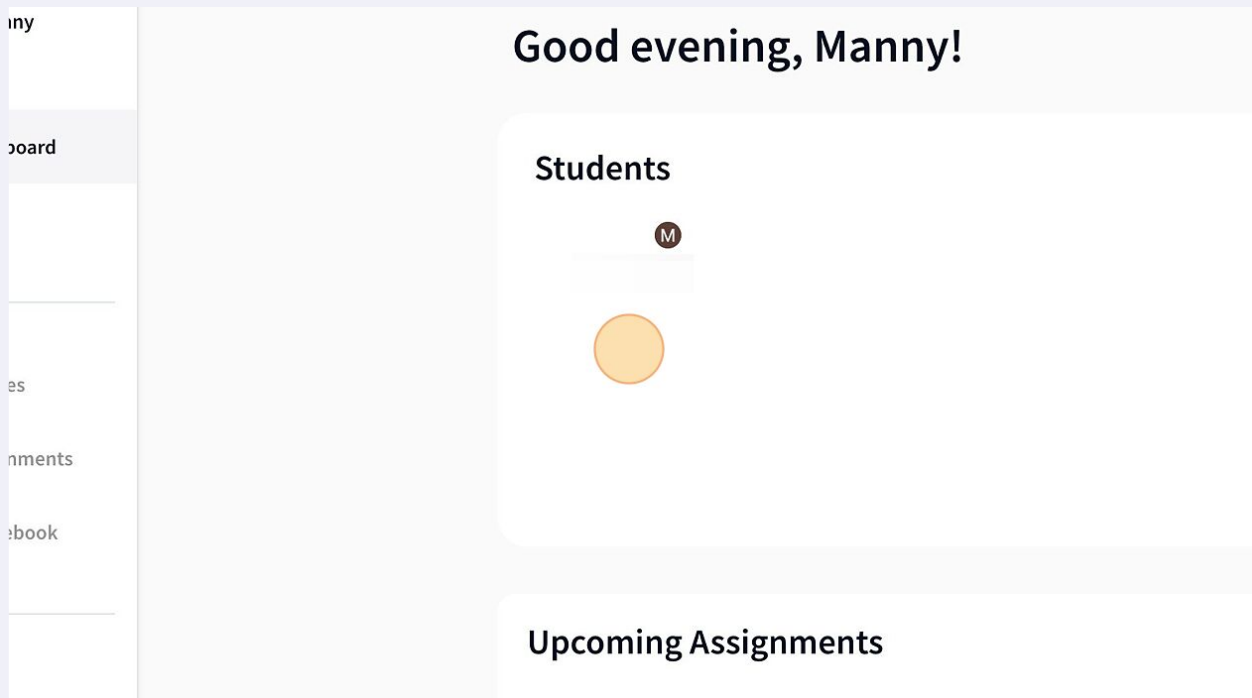
Once you connect your child(ren), you will then see the dashboard!



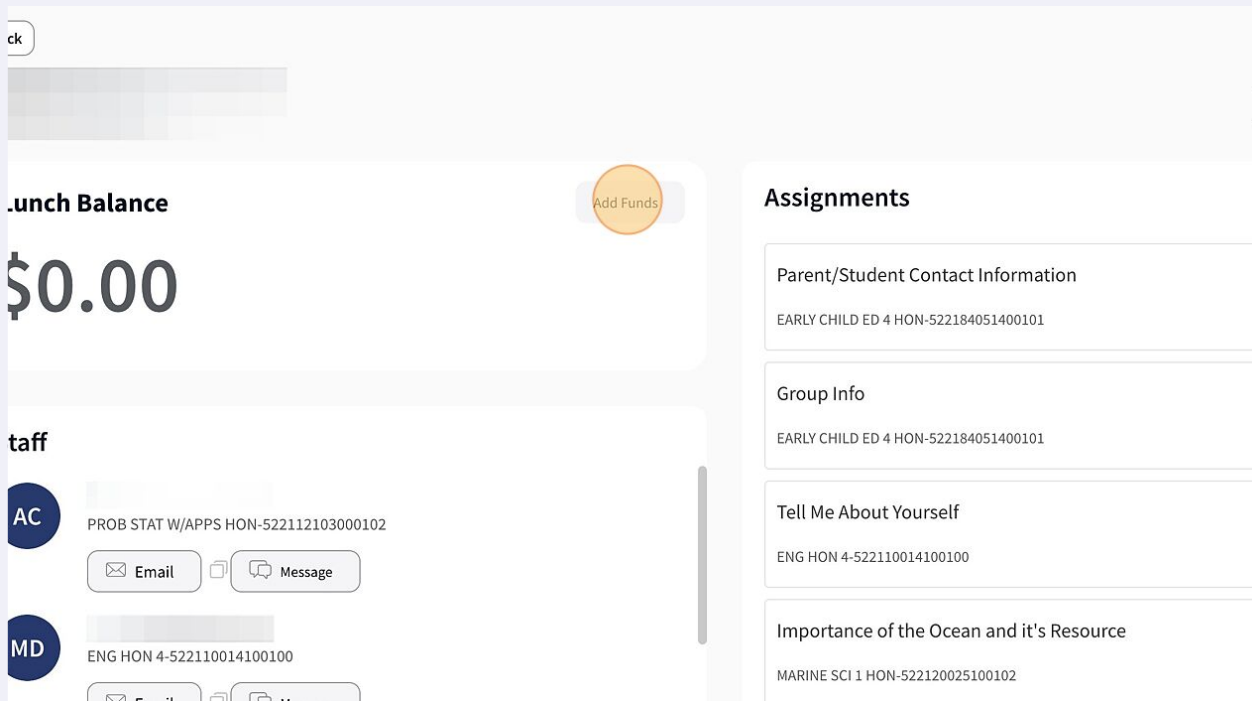
How to Add Funds to School Wallets (Lunch Account)

25 Navigate to www.colegia.org/parent/dashboard

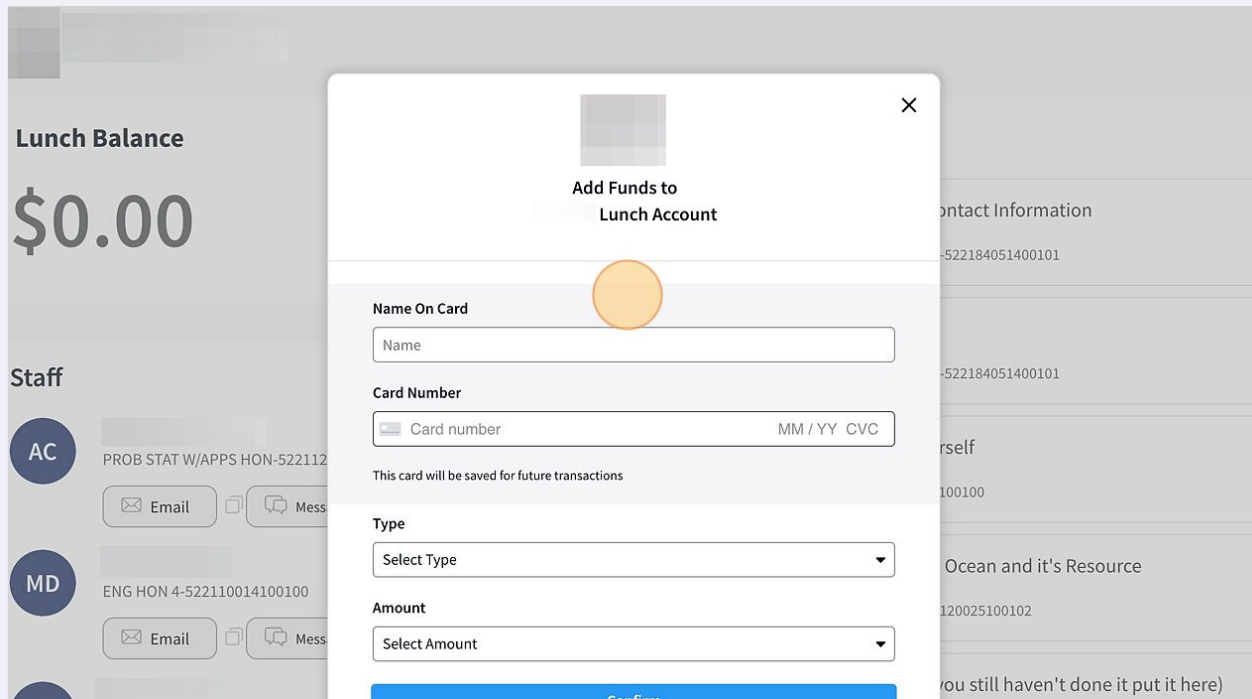
26 Click on your child's name or profile picture.



27 Click "Add Funds"

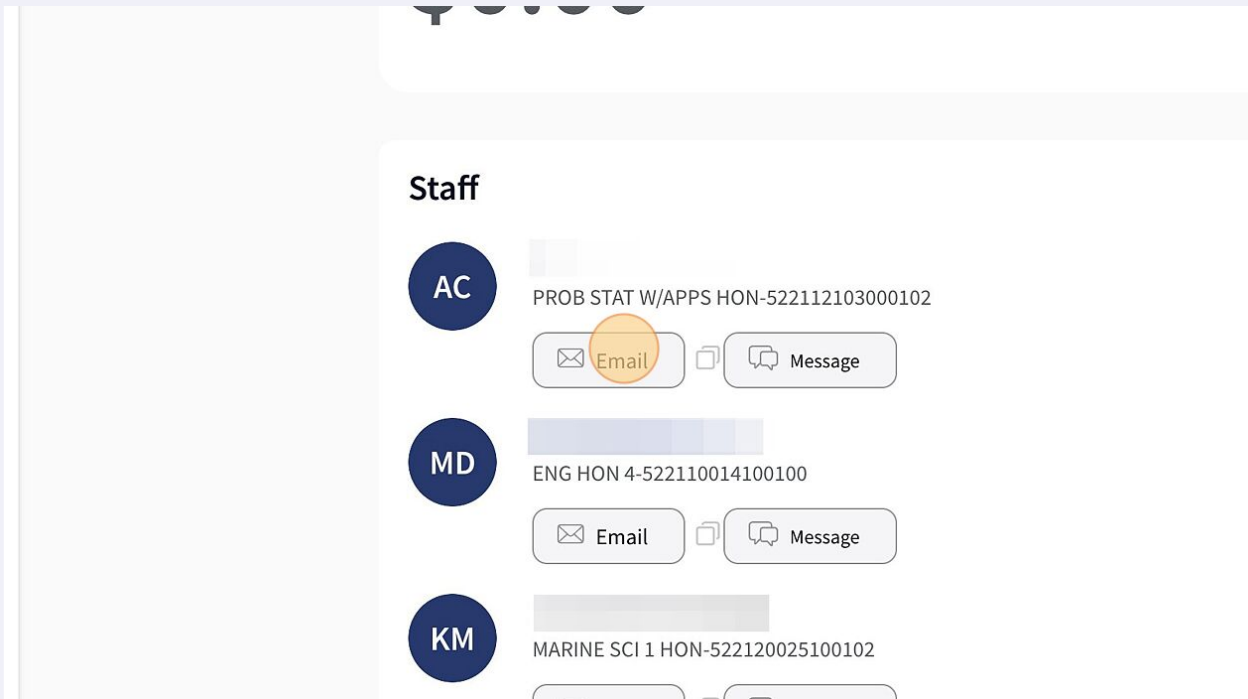


28 Fill out the payment information and click "Confirm"



How to Locate Teacher Email / Student Assignments

29 To send an email to your child's teacher, click on "Email"



30

You can view the assignments listed to the right hand side.

The screenshot displays a user interface for viewing assignments. At the top right, there is a dropdown menu. On the left side, there is a sidebar with a button labeled "Add Funds". The main content area is titled "Assignments" and features a list of three items:

- study guide competency 3** (ID: US GOVT HON-522121063200106) with a timer indicating "2 hours left".
- Class Fee - Select your class period when paying** (ID: PROB STAT W/APPS HON-522112103000102) with a timer indicating "12 days left".
- Chapter 4 Classwork P5** (ID: DIG VID TECH 1 HON-522182014100102).

Each assignment card includes a small circular profile picture of a user on the right side.