



Dear Parent of [REDACTED];

Welcome to The Digital Academy at Our Lady of the Lake, where you will be able to monitor your child's progress in school, access homework assignments and get the latest announcements.

To gain access to your child's information you will need to create an account and then link your account to your child's account using the access code provided below.

Creating Your Account

1. Go to your school's URL: <https://oll.digitalacademy.org> and click on "Create Account".
2. Complete the online form and be sure to select "Parent" as your role.

Link to your child's Account:

1. Once you have created your account you will be at the Login screen. Enter your password and press "Login". This will take you to the Parent Dashboard.
2. Click the "Link Account" button on the right side of the screen
3. Select a relationship type of "Child"
4. Enter the access code for [REDACTED] and click "Find User"
5. Press "Add Relationship"

If you have more than one child, you can repeat this process with your other children's codes and be able to view all information for your children from one dashboard.

Link to a Google Account:

If you have a Google Account and would like to use that to log in, you can link your Digital Academy account to your Google Account. You will then be able to click "Log In with Google" and you will be automatically logged in to the Digital Academy if you are logged in to Google. **To do that:**

1. Create a Digital Academy Account and link it to your child using the instructions above
2. Press Log In with Google
 - a. You will be prompted to pick an account or log in to a Google Account
3. On the next page, provide your Digital Academy user name and password. Your Google and Digital Academy accounts will be linked and you can click "Log In with Google" henceforth.

If you should run into any issues during the process, you can contact our support team at support@digitalacademy.org or 833-222-3359.

Sincerely,

The Digital Academy



Creating a Parent Account

1. Go to your schools URL for The Digital Academy and select "Create Account".
2. Complete the required information including creating a username and password. From the drop down, select your school and choose "Parent" as your primary role. You can also provide additional information in the Contact and Address areas.

New User Registration

General

First Name * Jane	Last Name * Doe	
Username * jdoe	Password * *****	Confirm Password *****
Primary Organization * Our Lady of the Lake School	Primary Role * Parent	
Secondary Organization Select your school	Secondary Role	

3. Once you have created an account, you are able to connect your child(ren) to your account by selecting "Link Student".

The Digital Academy Parent Portal

No students found! Click [here](#) or use the "Link Student" button above to link a student.

LINK STUDENT

4. Continue by selecting "Child" for "Relationship Type", entering their access codes and click "Find User". Select your child and click "+Add Relationship". The access codes will be provided to you by your school and you may attach multiple students to one parent account.

To create a relationship with a user please enter their Access Code OR their Username and Password

Relationship Type
Child

Access Code

Username Password

FIND USER

FIND USER

+ADD RELATIONSHIP **CANCEL**