# Account Setup Guide

## EDLINE

In this guide you will find the answers to these questions:

- What is an activation code and where do I get one?
- How do I use my activation code to set up an account?
- What if I have more than one activation code?
- What if I already have an account and I receive another activation code?
- How do I add a child to my account?

## What is an activation code and where do I get one?

Your school has already created an Edline account for you.  It is linked to information about you (like your grades).  To keep this information private, your account is protected by an "activation code" until you choose your own screen name and password.

Your school will give you the activation code for your account.  Contact the school if you do not have one yet.

Your activation code allows you to activate your Edline account (described in the next section).  You only use it one time. When you activate your account, you choose your own screen name and password. After that, you will always use your screen name and password to log in to Edline.

## How do I use my activation code to set up an Edline account?

Every member of the school will receive an activation code that allows him or her to set up an Edline account. Students, parents, teachers, administrators and school staff members each have their own accounts.

Parent accounts are special because they are linked to one or more students, allowing the parents to see their own information as well as their children's information.

Parents who have more than one child in an Edline school may receive more than one activation code (one for each child).  Likewise, people who are both employees and parents at Edline schools may receive more than one activation code (for example, a teacher who is also a parent will receive a teacher activation code and a parent activation code). *If this describes you, we strongly recommend you combine your accounts into a single account.  Pay careful attention to steps 3 and 6 below for instructions.*

**IMPORTANT:**  If you are a parent, it is particularly important that you use the *parent* activation code rather than your child's student activation code to setup an account.  Your school can post parent-only information that you will not see if you use your child's student account to access Edline.

If you need help at any time while setting up your account, click the "Help" button at the top of the web page.

1    Go to the Edline home page by entering **www.edline.net** in your browser's address bar.

2    Click the link inside the yellow and white "Activate An Account" box.



3    Enter your activation code into the "Activation Code" field and click the "Enter" button.

 **SPECIAL CASE:**   If you have more than one activation code (as described at the beginning of this section), enter the next code now and click "Enter".   Repeat this process until you have entered all your activation codes.



4    You should see the name for each account listed at the bottom of the page.  If these names all describe you, then click the "Activate This Code" button.

5    You will see Edline's *Privacy Policy and Terms of Use*.  Please read it and click "I Agree" to continue or "I do not agree" to cancel.

6    Edline will ask you if you already have an account.



•    If you already have an Edline account, click the "Combine Accounts" button to combine your new account with your existing account.  **Continue on to step 7.**

•    If this is the first time you have received an activation code(s) from any school, click the "New Account" button.  **Skip to step 8.**

7    Edline will ask you for the screen name and password of your existing account.  Enter them and click the "Log In" button.  Your new account has now been combined with your existing account.  You can stop here.

8   If you are setting up a new account, choose a screen name and a password.  Then, enter your first and last name. (Parents may enter both parents' first names in the "First Name" field.)  Click the "Continue" button.

**Choose a Screen Name and Password**

Screen Name and Password must be at least 4 characters long

| Screen Name | Password | Retype Password |
| --- | --- | --- |
| anders59 | ******** | ******** |

**Your Personal Information**

PARENTS: You may enter both parents' names in the First Name field.

| First Name | Middle Name | Last Name |
| --- | --- | --- |
| Bob and Mary | | Anderson |

Click **Continue** to create your EDLINE account, or **Cancel** to return to the EDLINE Home Page without creating an account

[ Continue ]   [ Cancel ]

9   On the next page, choose your email settings and your personal security question.  If you ever forget your screen name or password, Edline can send your screen name and a temporary password to you.  It will need your email address and your security question to do this.

**SPECIAL CASE:**  If your school is using Edline's email features, you will see additional email options below the "Email Address" field.  Choose your email settings here.  For descriptions of these email options, please click the "Help" button at the top of the web page.

Click the "Update" button to save your information.

**Email**

Email Address anders59@host.com

○ Yes   ⊙ No     Send me an email notification when new private
reports (like grades) are posted to Edline.

⊙ Yes   ○ No     Allow my school to send me email through Edline.

**Security Question**

Enter a security question and answer in case you forget your password. **Choose from the list of suggested questions or make up your own.**

<List Of Suggested Questions>                    ▼

Question What is the name of your first pet?

Answer rover

[ Update ]   [ Cancel ]

10   Edline will display the Print Guides Page.  This page contains links to quick-start guides to help you use the site. Follow the instructions at the top of the page to print the guide that is right for you.  Click the "Done" button at the top of the page when you are finished.

Your new account has now been activated!

## What if I have more than one activation code?

Parents with more than one child in Edline schools may receive more than one parent activation code. Parents should combine all of their parent accounts into one account that can access all their children.

Someone who works at the school and who also has children attending the school will receive more than one activation code (e.g., a teacher activation code and one or more parent activation codes). We always recommend combining parent accounts together. You can also combine a teacher, administrator, or staff account with a parent account if you wish.

A student who attends more than one school using Edline may receive more than one student activation code. Students can combine these accounts into one account that can access information from all schools.

If you have been given more than one activation code, follow the steps under *How do I use my activation code to set up an Edline account?* (above), **paying special attention to the instructions in steps 3 and 6**.

## What if I already have an account and I receive another activation code?

Parents who have more than one child in Edline schools, and people who are both employees and parents in Edline schools may receive more than one activation code.

If you already have an Edline account and you receive another activation code, you can combine the new account with your existing account (always recommended for parents). Follow the steps under *How do I use my activation code to set up an Edline account?* (above). **In step 6, click the "Combine Accounts" button.**

## How do I add a child to my account?

If you are a parent, you will see your children's names in the yellow "Shortcuts" box on the left side of the school home page. You can add a child to this list at any time.

To add a new child to this list, obtain the parent activation code for the child from the school. Then, follow the steps under *How do I use my activation code to set up an Edline account?* (above). **In step 6, click the "Combine Accounts" button.**

**IMPORTANT:** These instructions will not work if you have already activated all of your parent accounts. If you can only see one child's information when you log in to Edline and you were give more than one parent activation code, then you have activated each parent account as a *separate* account. You need to combine these separate accounts together. You will need the school's help to do this. Contact the Edline manager at your school in this situation.