

## **Edline Steps for a New Activation**

- 1) Obtain code from your school administrator.
- 2) Go to [www.edline.net](http://www.edline.net) and click on the link “Click here if you have a new activation code ”.
- 3) Enter the code given to you in the exact format .. (ex: ATRN-SDEG-TTRN) and click on ENTER.
- 4) Click on ACTIVATE THIS CODE.
- 5) Agree to the terms of Edline use.
- 6) Choice of “New Account” or “Combined Account” ... Choose “New Account”.
- 7) Enter a Screen Name and Password. Please enter that information and PLEASE write it down and store it in a safe, secure place.
- 8) Enter your email address.
- 9) Select your email options.
- 10) Create a security question and answer in the event you have misplaced or forgotten your password.
- 11) Click on OK.

## **Edline Steps for a Adding Accounts**

- 1) Obtain code from your school administrator.
- 2) Go to [www.edline.net](http://www.edline.net) and click on the link “Click here if you have a new activation code ”.
- 3) Enter the code given to you in the exact format .. (ex: ATRN-SDEG-TTRN) and click on ENTER.
- 4) Click on ACTIVATE THIS CODE.
- 5) Agree to the terms of Edline use.
- 6) Choice of “New Account” or “Combined Account” ... Choose “**Combined Account**”.
- 7) Enter in your current Screen Name and Password and click on “Sign In”.
- 8) If in different schools, select which school building you want to go to first.
- 9) If you have additional Parent Edline codes to enter, Log Out and repeat this process.

## **Accessing Edline in the Future**

- 1) Go to [www.edline.net](http://www.edline.net) and enter your screen name and password.
- 2) On the LEFT side, you should see a box titled “Shortcuts”, Select the child whose grades you wish to view by clicking on their name.
- 3) On the LEFT side of the window, you should see “Private Reports. Click on it.
- 4) This will display approximately the last 4 weeks of grades that have been entered for your child’s classes. Click on VIEW to view that particular class’ grade.
- 5) When you are done viewing, you can either click on LOGOUT to exit Edline or click on DONE to return back to the main menu.
- 6) To view another child’s grades, repeat steps 2 thru 5.