


Activating Your Account

Your school will send you a unique activation code you can use to create your screen name and password to sign into Edline. The information you receive will look similar to the following image (this image is a sample of a parent and their child's activation code):

Family of Chad Abell			STUDENT ID: 9050
System Id (Office use)	Name	Activation Code	PARENT'S NOTE: Enter only your activation code. This code will allow you to see your child's information.
9050	Chad Abell	PJSR-HJMY-NTNV	
----	Chad Sr. Abell	HDSN-JPFP-YYNV	

Visit www.edline.net and click on the "Activate An Account" link to get started!

Sample of Activation Code

 **Important:** Students, parents, teachers, and other users returning to the same school as the previous year with an Edline account will **NOT** have to reactivate the account. Use your previous screen name and password.

To Activate Your Account

1. Access your school's website from your web browser and click **Sign In**. (You can also activate your account from www.edline.net.)
2. Click the **Sign Up** link, under **New to Edline?**
3. Type your **Activation Code** and click **Enter**.
4. Make sure the activation code is yours (your name and school will be listed) and click **Activate this Code**.
5. Click **I Agree** on the Privacy Policy and Terms of Use page.
6. Click **New Account** to create your user screen name and password **if you have never created an Edline account before**.

Parents, guardians, and other users with more than one activation code must still choose **New Account** even if they have received several activation codes at once because they can activate them all at one time as they create their new account. Once they have created their screen name and password by choosing **New Account**, they can choose **Combined Accounts** if they receive more activation codes later and want to combine them into their [current account](#).

7. Create your Edline sign in information by completing these steps:
 - Create your **Screen Name**. The name must be unique and be at least four characters long.
 - Create your **Password** and type it again in the **Retype Password** field. Passwords must be at least four characters long.
 - Update your **Personal Account** information by typing your **First Name**, **Middle Name**, and **Last**

Name.

- Click **Continue** to save your password and access the Manage Account page.

8. Configure your initial account settings by completing the following steps:

- Set how you want the school to contact you in the sections for **Email Settings**, **Voice Dialing Settings** (available only to schools with Edline's Notifications module), and **Text Message Settings** (available only to schools with Edline's Notifications module). Click the buttons to enter the email address or phone numbers. The system will send you a confirmation email.
- Create or select a security question to be asked if you forget your password. Type the correct response as the **Answer**.
- Click **Save and Return** to save your account settings.

9. Click **Continue** to access the list of user guides.

Once you activate your Edline account, anytime you want to sign into Edline, type your screen name and password to access your information.