

Parent Instructions to Activate Edline

Today your child or children will bring home for you an activation code so that you may log into Edline and view student progress reports.

Each set of parents will receive 1 activation code per student. Parents will set up a user id and password so that they can use Edline. Should parents wish to have separate user ids and passwords, they should contact Geoffrey Schaefer at:

WhitmanEdline@yahoo.com

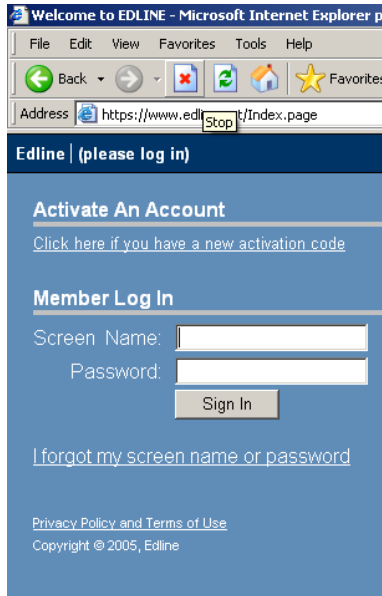
Before activating your account, review and complete the following information:

1. Email Address – this is the address where correspondence about your student will be sent by teachers or administrators when appropriate. Parents who are sharing an ID will want to select an email address that will be on the record. Preferably, this email address is one that is secure:

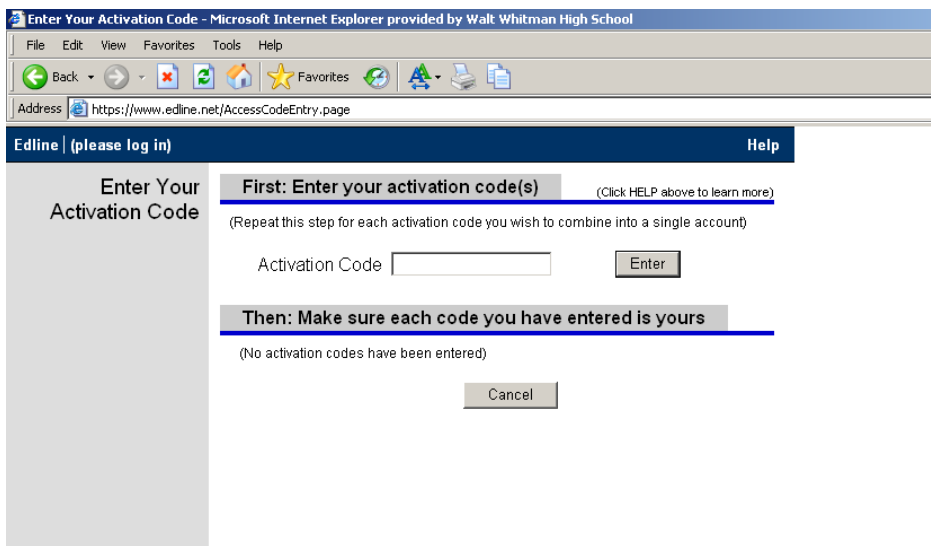
2. Screen Name – you will create a screen name that should be easy to remember. This screen name can be shared with another parent or guardian. Record it here for later use: _____
3. Password – you will need to set up a password for your account. Please keep this secure as anyone who has access to both your ID and password will be able to view your students' progress reports.
4. Password reminder – you will be asked to set up a password reminder question and answer. **The answer to your password reminder question CANNOT be the same as your password.**
5. In order to activate your account, you will need access to a computer attached to the Internet.

INSTRUCTIONS

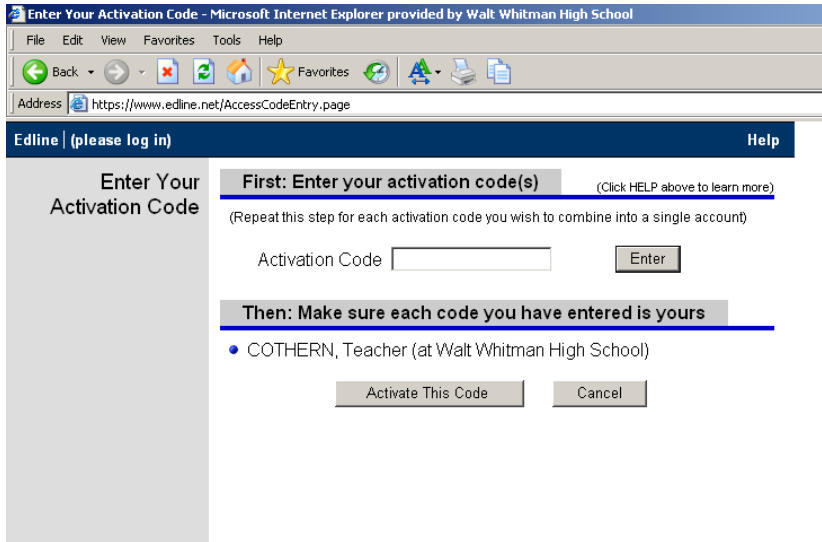
1. Enter your browser (at this point in time, only IE and Netscape – latest versions – have been tested).
2. Visit the following web site: [HTTP://WWW.EDLINE.NET](http://www.edline.net). Click on the link “Click here if you have a new activation code”



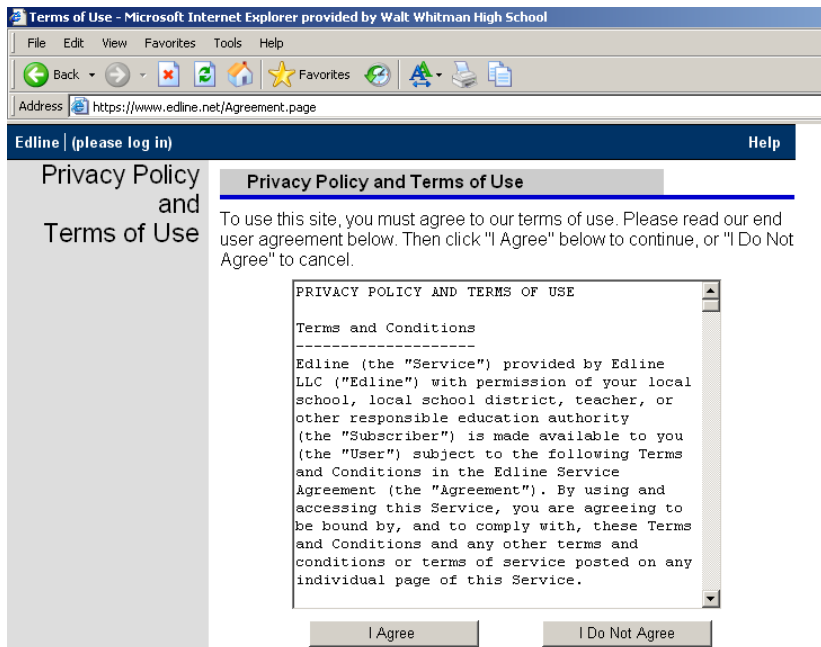
3. Type in one of your activation codes (if you have just 1 student at Whitman you will only have 1 activation code). Be sure to use the activation code assigned to the **parent** not your child. Click on the Enter button to continue.



4. If you have just one student at Whitman, continue to Step 5. If you have more than one student, enter in the next Activation Code and click on Enter to continue. **Repeat Step 3** until you have entered in all Activation Codes.



5. Click on Activate This Code to continue. Read the Privacy Policy and click on I Agree to continue.



6. Click on New Account to continue. The next screen prompts for you to create a Screen Name and Password. Fill out the Personal Information and click on Continue.

Do You Already Have An Edline Account? - Microsoft Internet Explorer provided by Walt Whitman High School

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites Refresh Print

Address <https://www.edline.net/AccessCodeNewAccountPrompt.page>

Edline | (please log in) Help

Activate this account as a:

Choose this option if you **do not** have an existing Edline screen name and password.

Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password.

Special Note to Parents:

1. 'Combined Accounts' allows you to access information on all your children with one screen and password.
2. Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account.

Create Your Screen Name - Microsoft Internet Explorer provided by Walt Whitman High School

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites Refresh Print

Address <https://www.edline.net/CreateAcctPersInfo.page>

Edline | (please log in)

Create Your Account

Choose a Screen Name and Password

Screen Name and Password must be at least 4 characters long

Screen Name: Password: Retype Password:

Your Personal Information

First Name: Middle Name: Last Name:

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

7. Enter in your email address and select a Security Question and Answer.
REMINDER: Your Security Answer **cannot be the same as your password!**
 When you are done, click on Update to continue.

8. You are **DONE!** You will see the following screen and you may click on Done (in upper right corner) to take you to your home page in Edline OR visit the Student/Parent Quick-Start Guide link to get more information about how to use Edline.